

SWIFT USER MANUAL CONSULTANT MODULE

March 2013

Table of Contents

1. INTRODUCTION	4
1.1. SWIFT CONSULTANT MODULE	4
2. SWIFT OVERVIEW	5
2.1. AUDIT AND STAGE TYPES.....	5
2.2 LOGIN PROCESS.....	6
3. PROJECT LIST	7
4. SEARCH (PROJECT STATUS REPORT).....	9
4.1. SEARCH FOR A PROJECT.....	9
5. FORMS PROCESSING	13
5.1. PROCESS FORMS.....	16
5.1.1. <i>Form Processing Pre-Conditions.....</i>	18
5.2. FORM C & FORM M	20
5.2.1. <i>Procedure - Deed Design Verification Form C & M.....</i>	20
<i>Revised Drawings</i>	24
<i>Important Notes:</i>	24
5.3. FORM D AND FORM N.....	26
5.3.1. <i>Deed Pre -Construction Verification Form D/N</i>	26
<i>Important Notes:</i>	28
5.4. FORM Q – WORK ON LIVE SEWERS	31
5.4.1. <i>Procedure – Deed Work on Live Sewers Form Q</i>	31
<i>Important Notes:</i>	32
5.4.2. <i>Deed Work on Live Sewers Form Q</i>	34
<i>Important Notes:</i>	34
5.5. FORM S – REQUEST FOR SHUTDOWN OF WATER MAINS & NOTIFICATION OF CONNECTION BY TAPPING UNDER PRESSURE	36
5.5.1. <i>Procedure – Deed Request for Shutdown of Water mains Form S</i>	36
5.5.2. <i>Procedure – Notification Features Form S.....</i>	37
<i>Important Notes:</i>	38
5.5.3. <i>Procedure – Cancellation Procedure Form S</i>	39
5.6. FORM T – NOTIFICATION OF INTENTION TO CARRY OUT TEST	40
5.6.1. <i>Procedure – Deed Asset Testing Notification – Form T</i>	40
<i>Important Notes:</i>	42
5.6.2. <i>Procedure – Cancellation Form T</i>	43
5.7. FORMS E & O – CONSTRUCTION / PUMP STATION VERIFICATION.....	44
5.7.1. <i>Procedure – Deed Construction Vefification Form E & O.....</i>	44
<i>Important Notes:</i>	46
5.8. FORM F & P –END OF DEFECTS/ PUMP STATION END OF DEFECTS LIABILITY PERIOD (DLP) VERIFICATION	47
5.8.1. <i>Procedure – Deed End of Defects Liability Period Verification Form F & Form P</i>	47
<i>Important Notes:</i>	47
5.9. FORM G – VERIFICATION FORM ATTACHMENT SHEET	48
5.9.1. <i>Procedure – Deed Verification Attachment Form G</i>	48
<i>Important Notes:</i>	49
6. AUDITS	50
6.1 ACCESS AUDITS	52
6.2 ISSUE MANAGEMENT	55
6.2.1 <i>Audit Findings Report</i>	55
6.2.2 <i>Issue Management Report.....</i>	57

6.2.3 Complete Issue Management Report.....	59
6.2.4 Supervisor's Responses.....	62
6.3 ACCESSING PROGRESS REPORTS.....	65
6.3.1 Project Status Report	65
6.3.2 Project Stage Report	68
3.3.3 Classification.....	71
6.4 CLASSIFICATION DEFINITIONS	72
7. PROJECT MANAGEMENT.....	73
7.1 VIEW PROJECT DETIALS.....	73
7.2 VIEW FORMS	75
7.3 PROJECT STATUS REPORT	76
7.4 VIEW DRAWINGS AND DATA FILES	79
7.5 VIEW FORM G COMMENTS.....	79
8. PROJECT COMPLETION	80
8.1. ACCEPTANCE OF WORKS (AOW) CERTIFICATE.....	80
8.2. CERTIFICATE OF COMPLETION (COC) CERTIFICATE	80
8.3. WARRANTY BOND	80

1. Introduction

South East Water is a leading provider of Water and Sewerage services of Melbourne, Australia.

SWIFT provides a web-based application that provides:

- Standardised audit process
- Automated workflow
- A record of all audit results
- Access to users through Intranet & Internet
- Audit trail reporting
- Audit reports
- Audit questionnaire management
- Online generation of Project Completion certificates.

1.1. SWIFT Consultant Module

The SWIFT Consultant Module contains the following functions to allow various information and documents to be submitted to South East Water throughout a project:

- Project List
- Forms Processing
- View Audit Report
- Search (Project Status Report)
- Issues Findings Report
- Project Stage Report

This Consultant User manual outlines the processes performed by Consultants during South East Water Land Development and Deed projects.

2. SWIFT Overview

2.1. Audit and Stage Types

There are a number of different project Stages, each with an associated Audit, including:

- Design (D)
- Pre-construction (PC)
- Construction (C)
- Issues can be flagged at any of the project stages (I)
- Testing (T)
- Survey
- Live Connection
- Acceptance of Works (AW)
- Defects Liability Period (DL)
- End of Defects of Liability Period (ED)
- Warranty Bond (W)

To initiate each stage of the project the Consultant submits a Form, with its associated audit.

The system provides the following Forms, with their associated project stages:

- Form C / M - Construction Design Verification / Pump Station Design Verification: Design stage
- Form D / N – Pre-construction Verification / Pump Station Preconstruction Verification: Pre-construction and Survey stage
- Form T - Notification Of Intention To Carry Out Test: Testing stage
- Form Q - Work on Live Sewers: Live connection stage
- Form S - Request for Shutdown of Water Mains & Notification of Connection by Tapping Under Pressure (TUP): Live connection stage
- Form E / O - Construction Verification / Pump Station Construction Verification: Acceptance of Works stage
- Form F / P - End of Defects Liability Period (DLP) Verification / Pump Station End of Defects Liability Period (DLP) Verification: DLP stage
- Form G - Verification Form Attachment Sheet used to submit additional information or variations throughout the project

2.2 Login Process

- Use the URL
- Log in using your SWIFT username and password



Consultant/Contractor Login

Login

User ID :

Password :

[Home](#) | [Terms of Use](#) | [Privacy](#) | [Complaints](#) | [Site Map](#)
Copyright © 2012 South East Water Corporation | ABN 89 066 902 547

3. Project List

The **Project List** is the initial screen displayed by SWIFT after login

It is also accessed by selecting **Project List** from the SWIFT main menu.

The **SWIFT Project Progress** screen shows all the Consultant's projects currently in the system.

All **Job Types** within each project are shown with a visual indicator showing the status of each job.

The screenshot shows the SWIFT Project Progress interface. On the left, a sidebar menu includes 'Forms Processing', 'Audits Summary', 'View Audit Report', 'Search (Project Status Report)', 'Project List' (which is circled in red), and 'User Manual'. The main area is titled 'SWIFT Project Progress' and displays a grid of project status information. The grid columns are labeled 'Project', 'D', 'PC', 'C', 'AW', 'DL', 'ED', 'W', and 'I'. The 'Project' column lists 'Tesoro 05PD3446 (0901391/1)', 'Water', 'Sewer', and 'Sewer Pumping Station'. The 'Pre-Conditions' column contains specific requirements for each project. For example, for 'Water', it says 'All Design issues should be closed. Fill Form D/N.' and lists several conditions related to testing and form dates. The 'LEGEND' at the bottom defines the symbols: 'D' for Design Verification, 'PC' for Pre Construction Verification, 'C' for Construction Verification, 'AW' for Acceptance of Works, 'DL' for Defects liability period, 'ED' for End of defects liability period, 'W' for Warranty period, 'I' for Issues, and a red circle with a white dot for 'Rectify before AOW'.

Field/Button	Description
Filter	The projects can be filtered using drop list
Project Status	The projects can be filtered by Status using the drop list
Search button	Click on after applying the filter criteria from the drop list
Page <> and >>	Page forwards or backwards
Go to Page	Insert page number and press GO
Go button	Used to go to the specified page number.

Field/Button	Description
The Project List shows the project status details:	
Project	Project name with the South East Water reference number Below each project name, the Job Types within the project will be listed E.g. Water, Sewer, Re-use Water, Sewer Pumping Station, Sewer Rising Main. The links allow the Consultant to access <i>Forms Processing</i>
D	This indicates the Design Verification phase of the project. If Form C / M have been submitted, the D column will be filled.
PC	This indicates the Pre-Construction Verification phase of the project. If Form D / N has been submitted, the PC column will be filled.
C	This indicates the Construction Verification phase of the project. If Form E / O has been submitted, the C column will be filled.
AW	This indicates the Acceptance of Works phase of the project. If the AOW Audit has been created and not yet closed, the AW column will be filled.
DL	This indicates the Defects Liability Period of the project. If the AOW Audit has been closed, the DL column will be filled.
ED	This indicates the End of Defect Liability Period of the project. If Form F / P has been submitted, the ED column will be filled.
W	This indicates the Warranty Period of the project. If the DLP Audit has been closed, the W column will be filled
Design and Preconstruction Stages	
Issues I	The red dot  appears in the I column to indicate open issues on the project that require: Rectify before Construction
Issues I	The yellow dot  appears in the I column to indicate open issues on the project that require: Rectify before AOW
Construction Testing Survey AOW Stages	
Form E Construction Verification may be submitted	
There can be holds for rectifications before AOW or before DLP are issued	
Issues I	The red dot  appears in the I column to indicate open issues on the project that requires: Rectify before AOW
Issues I	The yellow dot  appears in the I column to indicate open issues on the project that requires: Rectify before DLP
Pre-Conditions	Notes associated with the current phase of the project indicating any conditions that have not been met or available actions.

4. Search (Project Status Report)

The Search function allows SWIFT users to find a particular project and view all the project details.

Projects can be located by one of following fields:

- South East Water Reference Number
- Consultant Reference Number
- Consultant Name
- Project Name
- Melway Reference
- Plan of Subdivision Number
- Address



4.1. Search for a Project

1. Click on **Search (Project Status Report)** from the SWIFT main menu.
2. View the **Search** screen
3. Enter one (or more) of the following criteria:
 - The South East Water reference number in the **South East Water Ref.** field
 - Part or all of the Consultant's reference number in the **Consultant Ref.** field
 - Part of all of the Consultant's name in the **Consultant Name** field
 - Part or all of the project's name in the **Project Name** field
 - The project location's Melway map reference in the **Melway Ref** field
 - The project's Plan of Subdivision number (i.e. the property title registration number) in the **Plan of Subdivision No.** field
 - Part or all of the project site's address in the **Street Name** field

Note:

When searching by South East Water Reference, Plan of Subdivision, or Melway Reference, the whole reference number or ID must be entered.

For all other fields, some or all of the text may be entered.

4. Click on the **Search** button

South East Water Ref.	<input type="text"/>
Consultant Ref.	<input type="text"/>
Consultant Name	<input type="text"/>
Project Name	<input type="text"/>
Melway Ref	<input type="text"/>
Plan Of Subdivision No	<input type="text"/>
Street Name	<input type="text"/>
<input type="button" value="Search"/>	

5. A list of projects that match the search criteria is displayed in the **Result of Search**

South East Water Ref.	<input type="text"/>		
Consultant Ref.	<input type="text"/>		
Consultant Name	<input type="text"/>		
Project Name	<input type="text" value="yl"/>		
Melway Ref	<input type="text"/>		
Plan Of Subdivision No	<input type="text"/>		
Street Name	<input type="text"/>		
<input type="button" value="Search"/>			
Result Of Search			
SEWL Reference No.	Project Name	JobType Name	Project Status Report
04PD2795	YL test	Water	Report
04PD2795	YL test	Sewer	Report
05PD5731	YL test LD	Water	Report
05PD5731	YL test LD	Sewer	Report
04PD1831	YL UAT	Water	Report
04PD1831	YL UAT	Sewer	Report
05PD7340	YL TEST 11	Water	Report
05PD7340	YL TEST 11	Sewer	Report
07PD8806	AYLMER ROAD	Water	Report
07PD8806	AYLMER ROAD	Sewer	Report
1 2			

6. The **Result of Search** section contains:

Field/Button	Description
SEWL Reference No	The reference number that the project is identified at South East Water.
Project Name	The Name assigned to the project. The link allows the Project Details for be viewed
Job Type Name	The type of job (i.e. Water, Sewer etc).
Project Status Report	The link allows the Project Status to be displayed for the selected project

7. If there are more than 10 projects found that match the search criteria, the list will be contained on multiple pages.

Click on the page number links to navigate through the list of projects.

8. Click on the link in the **Project Name** column to display the project details

South East Water Ref.	
Consultant Ref.	
Consultant Name	
Project Name	yl
Melway Ref	
Plan Of Subdivision No	
Street Name	
<input type="button" value="Search"/>	

Result Of Search

SEWL Reference No.	Project Name	JobType Name	Project Status Report
04PD2795	YL test	Water	Report
04PD2795	YL test	Sewer	Report
05PD5731	YL test LD	Water	Report
05PD5731	YL test LD	Sewer	Report
04PD1831	YL UAT	Water	Report
04PD1831	YL UAT	Sewer	Report
05PD7340	YL TEST 11	Water	Report
05PD7340	YL TEST 11	Sewer	Report
07PD8806	AYLMER ROAD	Water	Report
07PD8806	AYLMER ROAD	Sewer	Report

1 2

Example: View Project Details

SWIFT Forms Processing View Audit Report Resolve Non-Conformance Search (Project Status Report) Project List Open Audits Summary	View Project Details		
	Project Details - Notice of Agreement		
	SEWL Reference Number	801/253/3962	Project Name
	Address		Suburb
	Municipality		Melway Ref
	Post Code		Plan of SubDivision No
		511652	
Job Details			
Job Type	Sewer	Job Open Date	28/10/2003 05:00 AM
Consultant Name		Consultant Address	
Contractor Name		Contractor Address	4
View Form G		View DLP Audit	
Stage Details			
Stage Type Name	Design	Stage Start Date	07/11/2003
Stage End Date	13/04/2004	Priority	High Priority
View Form Details		View Audit Details	
Stage Type Name	Pre-construction	Stage Start Date	19/11/2003
Stage End Date	13/04/2004	Priority	High Priority
View Form Details		View Audit Details	
Stage Type Name	Construction	Stage Start Date	19/11/2003
Stage End Date	13/04/2004	Priority	High Priority
View Form Details		View Audit Details	
Stage Type Name	Survey	Stage Start Date	19/11/2003
Stage End Date	13/04/2004	Priority	High Priority
View Form Details		View Audit Details	
Stage Type Name	Testing	Stage Start Date	28/11/2003
Stage End Date	13/04/2004	Priority	No Priority
View Form Details		View Audit Details	
Stage Type Name	Live Connection Sewer	Stage Start Date	18/12/2003
Stage End Date	13/04/2004	Priority	No Priority
View Form Details		View Audit Details	
Stage Type Name	Acceptance of Works	Stage Start Date	13/04/2004
Stage End Date	13/04/2004	Priority	High Priority

9. Click **Report** in the **Project Status Report** column to display the report

South East Water Ref.	
Consultant Ref.	
Consultant Name	
Project Name	yl
Melway Ref	
Plan Of Subdivision No	
Street Name	
<input type="button" value="Search"/>	

Result Of Search

SEWL Reference No.	Project Name	JobType Name	Project Status Report
04PD2795	YL test	Water	Report
04PD2795	YL test	Sewer	Report
05PD5731	YL test LD	Water	Report
05PD5731	YL test LD	Sewer	Report
04PD1831	YL UAT	Water	Report
04PD1831	YL UAT	Sewer	Report
05PD7340	YL TEST 11	Water	Report
05PD7340	YL TEST 11	Sewer	Report
07PD8806	AYLMER ROAD	Water	Report
07PD8806	AYLMER ROAD	Sewer	Report

1 [2](#)

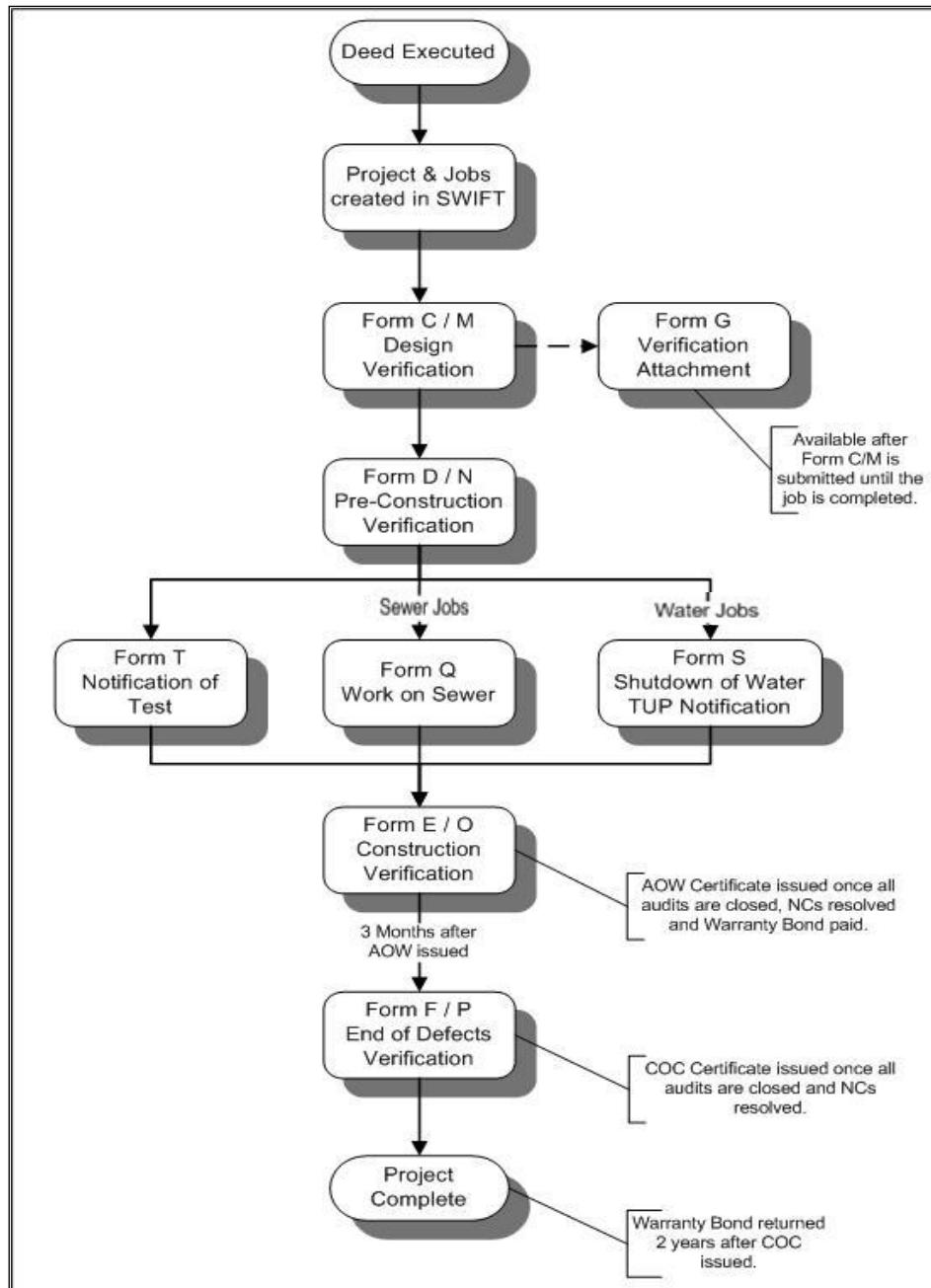
Example: Project Status Report

SWIFT Forms Processing View Audit Report Resolve Non-Conformance Search (Project Status Report) Project List Open Audits Summary	<p style="text-align: center;">Project Status Report</p> <div style="text-align: right;"><input type="button" value="Hold Project"/></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">SEW Reference:</td> <td>801/253/3962</td> <td style="width: 25%;">Plan of Subdivision No:</td> <td>511652</td> </tr> <tr> <td>Project Name:</td> <td></td> <td>Municipality:</td> <td></td> </tr> <tr> <td>Suburb:</td> <td></td> <td>Postcode:</td> <td></td> </tr> <tr> <td>Job Type:</td> <td></td> <td>Melway Ref:</td> <td></td> </tr> <tr> <td>Consultant:</td> <td></td> <td>Telephone:</td> <td></td> </tr> <tr> <td>Contractor:</td> <td></td> <td>Fax:</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Telephone:</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Fax:</td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">STAGE:</td> <td style="width: 25%;">STATUS:</td> <td colspan="3"></td> </tr> <tr> <td>Agreement:</td> <td>28/10/2003, 05:00:06 am</td> <td colspan="3"></td> </tr> <tr> <td>Design Verification:</td> <td>07/11/2003, 08:25:24 am</td> <td colspan="3"></td> </tr> <tr> <td>Pre-construction:</td> <td>19/11/2003, 01:02:30 pm</td> <td colspan="3"></td> </tr> <tr> <td>Construction:</td> <td>26/11/2003, 12:00:00 am</td> <td colspan="3"></td> </tr> <tr> <td>Test Request:</td> <td>No of Requests:</td> <td>1</td> <td>Latest Date:</td> <td>28/11/2003, 11:40:52 am</td> </tr> <tr> <td>Live Connection Request:</td> <td>No of Requests:</td> <td>2</td> <td>Latest Date:</td> <td>27/02/2006, 02:30:15 pm</td> </tr> <tr> <td>Construction Verified:</td> <td>13/04/2004, 02:40:45 pm</td> <td colspan="3"></td> </tr> <tr> <td>Works Accepted (AoW):</td> <td>13/04/2004, 03:27:13 pm</td> <td colspan="3"></td> </tr> <tr> <td>End of Defects:</td> <td>13/12/2005, 09:34:09 am</td> <td colspan="3"></td> </tr> <tr> <td>Completion (CoC):</td> <td>30/06/2010, 05:01:34 pm</td> <td colspan="3"></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; text-align: center;"><input type="button" value="View Resolve NC Comments"/></td> <td style="width: 50%; text-align: center;"><input type="button" value="View Outstanding NCs"/></td> </tr> <tr> <td style="text-align: center;"><input type="button" value="View Drawings and Data File"/></td> <td style="text-align: center;"><input type="button" value="View Form G Comments"/></td> </tr> </table> <p>AUDIT INFORMATION:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Audit Name:</td> <td style="width: 25%;">Actual Start Date:</td> <td style="width: 25%;">Actual End Date:</td> <td style="width: 25%;">Status:</td> </tr> <tr> <td>(no longer used) Sewer Design</td> <td>24/11/2003</td> <td>15/12/2003</td> <td>Audit Closed</td> </tr> <tr> <td>Pre-Construction Referral</td> <td>19/11/2003</td> <td>19/11/2003</td> <td>Audit Closed</td> </tr> <tr> <td>(no longer used) Sewer Design</td> <td>15/12/2003</td> <td>15/12/2003</td> <td>Audit Closed</td> </tr> <tr> <td>Acceptance of Works</td> <td>13/04/2004</td> <td>13/04/2004</td> <td>Audit Closed</td> </tr> <tr> <td>Acceptance of Works</td> <td>13/04/2004</td> <td>13/04/2004</td> <td>Audit Closed</td> </tr> <tr> <td>DLP Sewer Construction</td> <td>21/12/2005</td> <td>03/01/2006</td> <td>Audit Closed</td> </tr> </table> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Back"/> <input type="button" value="Print Preview"/> </div>	SEW Reference:	801/253/3962	Plan of Subdivision No:	511652	Project Name:		Municipality:		Suburb:		Postcode:		Job Type:		Melway Ref:		Consultant:		Telephone:		Contractor:		Fax:				Telephone:				Fax:		STAGE:	STATUS:				Agreement:	28/10/2003, 05:00:06 am				Design Verification:	07/11/2003, 08:25:24 am				Pre-construction:	19/11/2003, 01:02:30 pm				Construction:	26/11/2003, 12:00:00 am				Test Request:	No of Requests:	1	Latest Date:	28/11/2003, 11:40:52 am	Live Connection Request:	No of Requests:	2	Latest Date:	27/02/2006, 02:30:15 pm	Construction Verified:	13/04/2004, 02:40:45 pm				Works Accepted (AoW):	13/04/2004, 03:27:13 pm				End of Defects:	13/12/2005, 09:34:09 am				Completion (CoC):	30/06/2010, 05:01:34 pm				<input type="button" value="View Resolve NC Comments"/>	<input type="button" value="View Outstanding NCs"/>	<input type="button" value="View Drawings and Data File"/>	<input type="button" value="View Form G Comments"/>	Audit Name:	Actual Start Date:	Actual End Date:	Status:	(no longer used) Sewer Design	24/11/2003	15/12/2003	Audit Closed	Pre-Construction Referral	19/11/2003	19/11/2003	Audit Closed	(no longer used) Sewer Design	15/12/2003	15/12/2003	Audit Closed	Acceptance of Works	13/04/2004	13/04/2004	Audit Closed	Acceptance of Works	13/04/2004	13/04/2004	Audit Closed	DLP Sewer Construction	21/12/2005	03/01/2006	Audit Closed
SEW Reference:	801/253/3962	Plan of Subdivision No:	511652																																																																																																																					
Project Name:		Municipality:																																																																																																																						
Suburb:		Postcode:																																																																																																																						
Job Type:		Melway Ref:																																																																																																																						
Consultant:		Telephone:																																																																																																																						
Contractor:		Fax:																																																																																																																						
		Telephone:																																																																																																																						
		Fax:																																																																																																																						
STAGE:	STATUS:																																																																																																																							
Agreement:	28/10/2003, 05:00:06 am																																																																																																																							
Design Verification:	07/11/2003, 08:25:24 am																																																																																																																							
Pre-construction:	19/11/2003, 01:02:30 pm																																																																																																																							
Construction:	26/11/2003, 12:00:00 am																																																																																																																							
Test Request:	No of Requests:	1	Latest Date:	28/11/2003, 11:40:52 am																																																																																																																				
Live Connection Request:	No of Requests:	2	Latest Date:	27/02/2006, 02:30:15 pm																																																																																																																				
Construction Verified:	13/04/2004, 02:40:45 pm																																																																																																																							
Works Accepted (AoW):	13/04/2004, 03:27:13 pm																																																																																																																							
End of Defects:	13/12/2005, 09:34:09 am																																																																																																																							
Completion (CoC):	30/06/2010, 05:01:34 pm																																																																																																																							
<input type="button" value="View Resolve NC Comments"/>	<input type="button" value="View Outstanding NCs"/>																																																																																																																							
<input type="button" value="View Drawings and Data File"/>	<input type="button" value="View Form G Comments"/>																																																																																																																							
Audit Name:	Actual Start Date:	Actual End Date:	Status:																																																																																																																					
(no longer used) Sewer Design	24/11/2003	15/12/2003	Audit Closed																																																																																																																					
Pre-Construction Referral	19/11/2003	19/11/2003	Audit Closed																																																																																																																					
(no longer used) Sewer Design	15/12/2003	15/12/2003	Audit Closed																																																																																																																					
Acceptance of Works	13/04/2004	13/04/2004	Audit Closed																																																																																																																					
Acceptance of Works	13/04/2004	13/04/2004	Audit Closed																																																																																																																					
DLP Sewer Construction	21/12/2005	03/01/2006	Audit Closed																																																																																																																					

5. Forms Processing

The system provides the *Forms Processing* function to allow the particular Forms to be submitted at the associated stages of the project

Forms Processing flow:

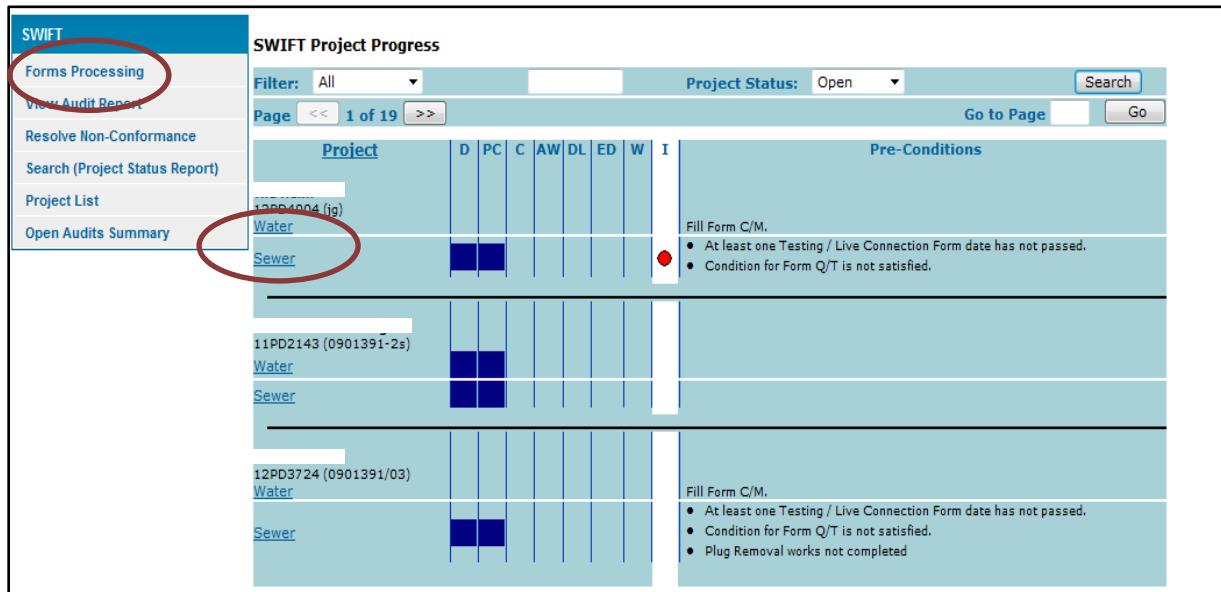


Forms Processing

Click on **Forms Processing** in the SWIFT main menu

Or

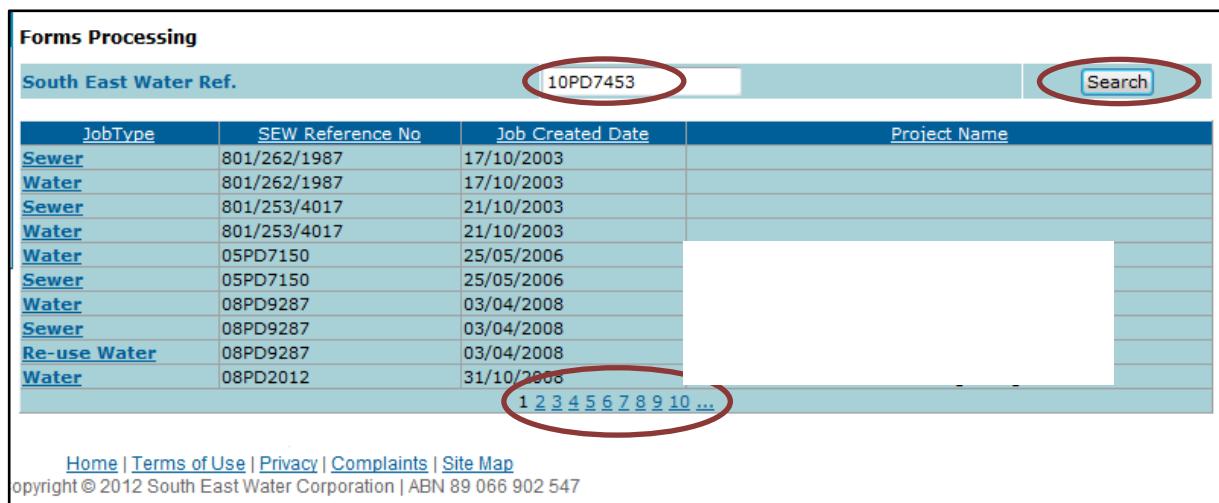
Click on the **Job Type** from the **SWIFT Project Progress** screen



Project	D	PC	C	AW	DL	ED	W	I
12PD4004 (jg)								
Water								
Sewer								
11PD2143 (0901391-2s)								
Water								
Sewer								
12PD3724 (0901391/03)								
Water								
Sewer								

The **Forms Processing** screen shows all the Consultant's projects currently in the system that have not had the Certificate of Completion issued.

Example: Forms Processing



JobType	SEW Reference No	Job Created Date	Project Name
Sewer	801/262/1987	17/10/2003	
Water	801/262/1987	17/10/2003	
Sewer	801/253/4017	21/10/2003	
Water	801/253/4017	21/10/2003	
Water	05PD7150	25/05/2006	
Sewer	05PD7150	25/05/2006	
Water	08PD9287	03/04/2008	
Sewer	08PD9287	03/04/2008	
Re-use Water	08PD9287	03/04/2008	
Water	08PD2012	31/10/2008	

1 2 3 4 5 6 7 8 9 10 ...

[Home](#) | [Terms of Use](#) | [Privacy](#) | [Complaints](#) | [Site Map](#)
Copyright © 2012 South East Water Corporation | ABN 89 066 902 547

Enter the **SEW Ref Number** and click on the **Search** button to refine the search

Or Scroll through the pages

Click on the **Job Type** link to access the **Forms** for that project

SWIFT		Forms Processing																																															
Forms Processing View Audit Report Resolve Non-Conformance Search (Project Status Report) Project List Open Audits Summary		<table border="1"> <thead> <tr> <th>JobType</th> <th>SEW Reference No</th> <th>Job Created Date</th> <th>Project Name</th> </tr> </thead> <tbody> <tr><td>Sewer</td><td>801/262/1987</td><td>17/10/2003</td><td></td></tr> <tr><td>Water</td><td>801/262/1987</td><td>17/10/2003</td><td></td></tr> <tr><td>Sewer</td><td>801/253/4017</td><td>21/10/2003</td><td></td></tr> <tr><td>Water</td><td>801/253/4017</td><td>21/10/2003</td><td></td></tr> <tr><td>Water</td><td>05PD7150</td><td>25/05/2006</td><td></td></tr> <tr><td>Sewer</td><td>05PD7150</td><td>25/05/2006</td><td></td></tr> <tr><td>Water</td><td>08PD9287</td><td>03/04/2008</td><td></td></tr> <tr><td>Sewer</td><td>08PD9287</td><td>03/04/2008</td><td></td></tr> <tr><td>Re-use Water</td><td>08PD9287</td><td>03/04/2008</td><td></td></tr> <tr><td>Water</td><td>08PD2012</td><td>31/10/2008</td><td></td></tr> </tbody> </table> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10 ...</p>				JobType	SEW Reference No	Job Created Date	Project Name	Sewer	801/262/1987	17/10/2003		Water	801/262/1987	17/10/2003		Sewer	801/253/4017	21/10/2003		Water	801/253/4017	21/10/2003		Water	05PD7150	25/05/2006		Sewer	05PD7150	25/05/2006		Water	08PD9287	03/04/2008		Sewer	08PD9287	03/04/2008		Re-use Water	08PD9287	03/04/2008		Water	08PD2012	31/10/2008	
JobType	SEW Reference No	Job Created Date	Project Name																																														
Sewer	801/262/1987	17/10/2003																																															
Water	801/262/1987	17/10/2003																																															
Sewer	801/253/4017	21/10/2003																																															
Water	801/253/4017	21/10/2003																																															
Water	05PD7150	25/05/2006																																															
Sewer	05PD7150	25/05/2006																																															
Water	08PD9287	03/04/2008																																															
Sewer	08PD9287	03/04/2008																																															
Re-use Water	08PD9287	03/04/2008																																															
Water	08PD2012	31/10/2008																																															

Example: Forms Processing

Forms Processing				Hold Project
Project Details - Notice of Agreement				
SEW Reference Number	08PD9287	Consultant Name		
Address		Suburb		
Municipality		Melway Ref		
Post Code		Plan Of SubDivision No.	0	
Job Details				
Job Type	Water	Job Open Date	03/04/2008	
Forms				
Forms	Form Name	Pre-Conditions		
Form C	Design Verification Form	Print		
Form D	Pre-Construction Verification Form	Print		
Form T	Notification of Intention to Carry Out Test			
Form S	Request for Shutdown of Water Mains For Connections & Notification of Connection by TUP Form			
Form E	Construction Verification Form			
Form F	End of Defects Liability Period Verification Form			
Form G	Verification Form Attachment Sheet			
Back				

5.1. Process Forms

Job Type	Water Job Forms E, F & G	Sewer Job Forms C, D & T
For Water, Sewer, Water External, Sewer External, Re-use water, and Recycled Water – External job types	Form C, Form D, Form T, Form S	Form Q Form E, Form F and Form G
Sewer Pumping Station, Water Pumping Station, Sewer Rising Main and Pressure Reducing Station job types,	Form M, Form N, Form O, Form P, Form T, Form S Form G	Form O, Form P, Form N, Form M, Form T, Form Q Form G

Examples:

Water Job

Forms Processing

Hold Project

Project Details - Notice of Agreement

SEWL Reference Number		Consultant Name	
Address		Suburb	
Municipality		Melway Ref	
Post Code		Plan Of SubDivision No.	0

Job Details

Job Type	Water	Job Open Date	19/04/2010
----------	-------	---------------	------------

Forms

Forms	Form Name	Pre-Conditions
Form C	Design Verification Form Upload Files	Print
Form D	Pre-Construction Verification Form Upload Files	Print
Form I	Notification of Intention to Carry Out Test	
Form S	Request for Shutdown of Water Mains For Connections & Notification of Connection by TUP Form	
Form E	Construction Verification Form	<ul style="list-style-type: none"> At least one Testing / Live Connection Form date has not passed Condition for Form S/T is not satisfied
Form F	End of Defects Liability Period Verification Form	<ul style="list-style-type: none"> To be filled 3 calendar months after issue of Acceptance of Works Certificate All Form S/Qs must be approved and/or completed All generated audits must be closed
Form G	Verification Form Attachment Sheet	

[Back](#)

Forms Processing

Hold Project

Project Details - Development Deed

SEWL Reference Number	10PD5764	Consultant Name	
Address		Suburb	Cranb...
Municipality		Melway Ref	134K...
Post Code		Plan Of SubDivision No.	02/32

Job Details

Job Type	Sewer Rising Main	Job Open Date	10/10/2011
----------	-------------------	---------------	------------

Forms

Forms	Form Name	Pre-Conditions
Form M	Design Verification Form	
Form N	Pre-Construction Verification Form - Civil Works	<ul style="list-style-type: none"> Form M must be filled Commencement Date should be 2 days greater than todays date
Form T	Notification of Intention to Carry Out Test	<ul style="list-style-type: none"> Form N must be filled Testing date should be 2 working days greater than todays date
Form Q	Work on Live Sewers	<ul style="list-style-type: none"> Form N must be filled Connection date should be 2 working days greater than todays date
Form O	Construction Verification Form	<ul style="list-style-type: none"> At least one Testing / Live Connection Form date has not passed Condition for Form Q/T is not satisfied
Form P	End of Defects Liability Period Verification Form	<ul style="list-style-type: none"> To be filled 3 calendar months after issue of Acceptance of Works Certificate All Form S/Qs must be approved and/or completed All generated audits must be closed All Form Q plugging Insertions should be removed
Form G	Verification Form Attachment Sheet	<ul style="list-style-type: none"> Form C/M must be filled

[Back](#)

The **Forms Processing** screen above (left) shows Forms for a Water job type

The **Forms Processing** screen above (right) shows Forms for a Sewer job type i.e. **Form Q**

The **Forms Processing** screen contains the following information:

Field/Button	Description
Project Details	This will show whether the project is a Development Deed or Notice of Agreement project type.
SEW Reference Number	The project's reference number that the project is identified at South East Water.
Consultant Name	The Consultant assigned to the Project.
Address	The project site's address.
Suburb	The project site's suburb.
Municipality	The Municipality or council boundary the project is located in.
Melway Ref	The project site's Melway map reference
Post Code	The project's post code.
Plan of SubDivision No.	The project's Plan of Subdivision number (i.e. the property title registration number).
Job Details	
Job Type	The Job type (e.g. Water, Sewer, Re-use Water, Sewer Pumping Station, Sewer Rising Main, etc).
Job Open Date	The date the Job was opened.
Forms (the forms shown will depend on the job type)	
Forms	The Form type. The link allows the Form to be submitted, edited, or viewed depending on the project status (see 5.1.1. Form Processing Pre-Conditions below). Note that if the Form's pre-conditions have not been met, the form name will display without a link and the Consultant will not be able to access it.
Form Name	The Form type description. If the form has been submitted, the Print link will appear to allow the form to be Printed. If the form has been submitted, and depending on the current stage of the Job, the Upload Files link will appear to allow files to be uploaded and attached to the Form.
Pre-Conditions	Notes associated with the current phase of the project and any conditions that have not been met.

From the **Forms Processing** screen, the user can perform the following functions:

- Submit the various Forms
- Update the details on a previously submitted form, depending on the project status
- Print a submitted Form
- Upload files to attach to a previously submitted form depending on the project status

5.1.1. Form Processing Pre-Conditions

The project pre-conditions determine whether a form is available for submission or modification. If a form has already been submitted, the **Forms Processing** screen will allow the Consultant to view and print the previously submitted form. Depending on the stage of the project, the Form may be modified and / or additional files uploaded to the submitted form.

The table below outlines the project pre-conditions.

Form	Name	Action	Conditions
C	Construction Design Verification	Submit	Available for all new job types, except sewer pumping station, sewer rising main and pressure reducing station.
		Modify	Allowed until the Construction Verification stage of the project, unavailable once Form E is submitted.
M	Pump Station Design Verification	Submit	Available for all new sewer pumping station, water pumping station, sewer rising main and pressure reducing station job types
		Modify	Allowed until the Pump Station Construction Verification stage of the project, unavailable once Form O is submitted.
D	Pre-construction Verification	Submit	Available once Form C is submitted and any design NC's are closed.
		Modify	Allowed until the Construction Verification stage of the project, unavailable once Form E is submitted.
N	Pump Station Preconstruction Verification	Submit	Available once Form M is submitted and any design NC's are closed.
		Modify	Allowed until the Pump Station Construction Verification stage of the project, unavailable once Form O is submitted.
Q	Work on Live Sewers	Submit	Available once Form C or M is submitted for Sewer job types. Multiple Form Qs may be submitted i.e. to enable multiple works on sewers. Must be submitted at least 2 working days prior to work on live sewers. Each Q form submitted for plug insertion, requires the submission of a form Q for the plug removal indicating the access number used. (Note: The exception to this is where plugs are installed and removed on the same day. These can be recorded in the comments notes instead of selecting plug insertion).
			Modify
S	Request for Shutdown of Water Mains & Notification of Connection by Tapping Under Pressure (TUP)	Submit	Current date must be later than the Commencement Date entered on Form D for Water job types. Multiple Form Ss may be submitted i.e. to enable multiple shutdowns and tapping. Must be submitted at least 5 working days prior to required shutdown date.
			Modify

Form	Name	Action	Conditions
T	Notification Of Intention To Carry Out Test	Submit	<p>Current date must be later than the Commencement Date entered on Form D or N.</p> <p>Multiple Form Ts may be submitted i.e. to enable multiple tests.</p> <p>Must be submitted at least 2 working days prior to testing.</p> <p>Allowed until the Construction Verification stage of the project, unavailable once Form E is submitted.</p> <p>All testing forms requesting SEWL personnel to attend MUST have a corresponding shut down form with Swabbing or chlorination ticked.</p> <p>If test failed or cancelled system requires the submission of new Testing form.</p>
			Modify Not Available.
E	Construction Verification	Submit	<p>Forms C/M, D/N, Q, S and T must all be submitted (as appropriate for the job type).</p> <p>All previous audits must be closed.</p> <p>Current date must be later than the Testing Date on Form T.</p> <p>Current date must be later than the Shutdown date on Form S.</p> <p>Must be more than 8 hours after Form Q was submitted.</p> <p>Signed copy of Construction verification form must be uploaded</p> <p>Water quality results must be uploaded</p> <p>As constructed data must be uploaded.</p> <p><i>Ensure commissioning of watermains have been completed</i></p>
			Modify Not Available.
O	Pump Station Construction Verification	Submit	<p>Forms C/M, D/N, Q, S and T must all be submitted (as appropriate for the job type).</p> <p>All previous audits must be closed.</p> <p>Current date must be later than the Testing Date on Form T.</p> <p>Current date must be later than the Shutdown date on Form S.</p> <p>Must be more than 8 hours after Form Q was submitted.</p>
			Modify Not Available.
F	End of Defects Liability Period (DLP) Verification	Submit	<p>Current date must be more than 3 calendar months later than the Acceptance of Works Certificate issue date.</p> <p>All previous audits must be closed.</p>
			Modify Not Available.
P	Pump Station End of Defects Liability Period (DLP) Verification	Submit	<p>Current date must be more than 3 calendar months later than the Acceptance of Works Certificate issue date.</p> <p>All previous audits must be closed.</p>
			Modify Not Available.
G	Verification Form Attachment Sheet	Submit	<p>Form C/M must be submitted.</p> <p>Multiple Form Gs may be submitted.</p>
			Modify Not Available.

5.2. Form C & Form M

The Consultant can login to the site and fill in the Form C or Form M to initiate the Design Audit process.

Once the Form C or Form M is filled and submitted, the system will trigger an email notification to the Design Audit Supervisor.

If a Consultant is unable to login the Administrator can to assist and enter the Form C or Form M

Form	Stage	Job Type
Form C	Design Verification Form	Water, Sewer, Water-External and Sewer-External
Form M	Design Stage	Sewer Pumping Station, Water Pumping Station, Sewer Rising Main and Pressure Reducing Station
Form M	Design Plan Stage	Sewer Pumping Station, Water Pumping Station, Sewer Rising Main and Pressure Reducing Station

5.2.1. Procedure - Deed Design Verification Form C & M

1. Locate the project through **Project List** or **Form Processing**
2. Click on the **Job Type** to **View Project Details**
3. Click on **Form C/M – Design Verification Form** link

Note: The Forms not underlined are not yet linked, e.g. Form F

Forms Processing				Hold Project
Project Details - Development Deed				
SEW Reference Number	10PD5222	Consultant Name		
Address		Suburb		
Municipality		Melway Ref		
Post Code		Plan Of SubDivision No.	630832	
Job Details				
Job Type	Water	Job Open Date	17/11/2010	
Forms				
Forms	Form Name	Pre-Conditions		
Form C	Design Verification Form Upload Files	Print		
Form D	Pre-Construction Verification Form			
Form T	Notification of Intention to Carry Out Test	<ul style="list-style-type: none"> Form D must be filled Testing date should be 2 working days greater than todays date Pre-Construction Audit must be generated 		
Form S	Request for Shutdown of Water Mains For Connections & Notification of Connection by TUP Form	<ul style="list-style-type: none"> Form D must be filled Shutdown/TUP date should be 5 working days greater than todays date Pre-Construction Audit must be generated 		
Form E	Construction Verification Form	<ul style="list-style-type: none"> At least one Testing / Live Connection Form date has not passed Condition for Form S/T is not satisfied 		
Form F	End of Defects Liability Period Verification Form	<ul style="list-style-type: none"> To be filled 3 calendar months after issue of Acceptance of Works Certificate All Form S/Qs must be approved and/or completed All generated audits must be closed 		
Form G	Verification Form Attachment Sheet			

4. Fill out the information within the **Design Verification Form**

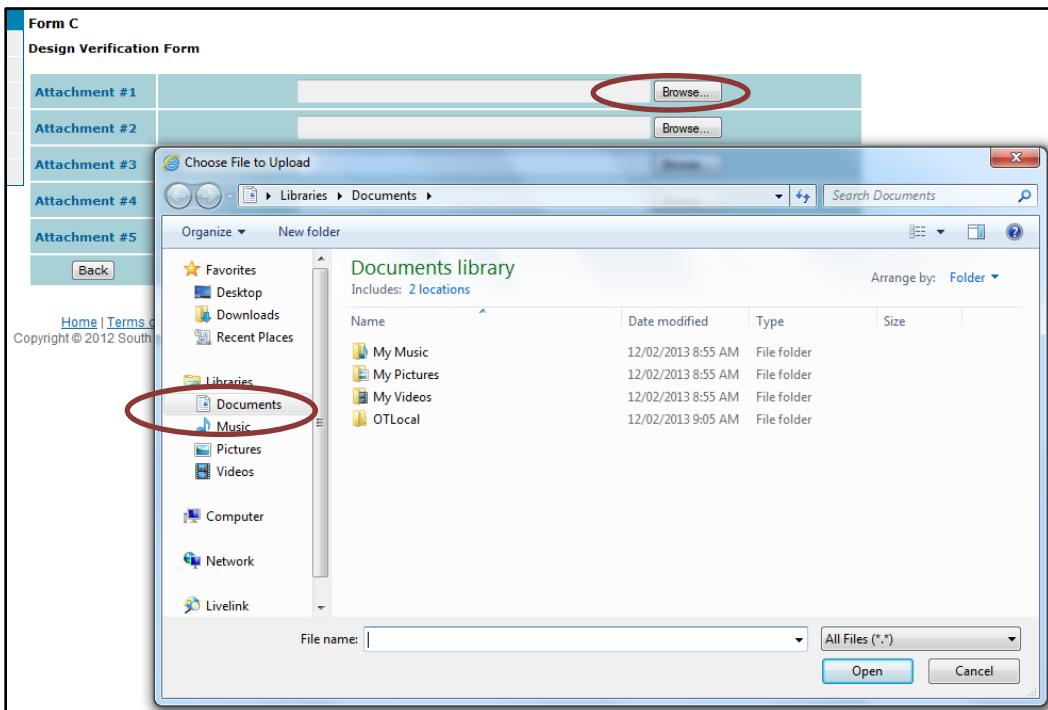
- Complete the required fields
- Click on the button to select the “Abandonment of Asset”
- Use the drop down menus to select location and pipe material details
- **NOTE:** All fields marked with a red asterix are mandatory and must be completed
- Click on the **Preview** button

FORM C		
Deed - Design Verification Form		
Service	Water	
Estate Name		
Municipality		
Developer		
Consultant		
Designed By		
Key Design Personnel - Authorisation By		
Consultant Senior Management Representative		
Consultant Ref.	E5211/1C *	
South East Water Ref.	File Number: 10PD5222 Case Number: 9966085	
Number of Lots Serviced	60 *	
Does this project have an "Abandonment of Asset" Component	<input type="radio"/> Yes <input checked="" type="radio"/> No *	
Project Information		
Pipe Material	Pipe Diameter - Nominal (in mm)	Design Length (in mt)
OPVC *	100 *	361 *
PE	100	140
OPVC	150	281
PE	150	154
Select Pipe Material	Select Size	
Select Pipe Material	Select Size	
1. Documentation to be submitted (To be lodged Ten (10) days prior to commencement) <ul style="list-style-type: none"> i. Digital copy of final design drawings to be issued for construction ii. Road and drainage civil drawings for the development. iii. Details of existing and proposed services, if not indicated on the submitted plans. iv. Hydraulic computations for non reticulation assets (shared assets) v. Project specification if applicable. vi. Form G - Verification Form Attachment Sheet, if any of the items on this form are not applicable. 2. Consultant's Assurance As the Consultant's Senior Management Representative responsible for the design of the works detailed in South East Water's Deed, File No <u>10PD5222</u> I verify that: The design is in accordance with the Deed and its referred documents and standards.		
Nominated Representative	Darren Powell	
<input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="Preview"/>		

- View the details in the form
- For corrections click on the **Back** button
- Re-enter the data as required.
- Click on the Consultant assurance tick box
- Click on the **Preview** button.
 - **Form C/M** may be modified up to the project commencement date entered on **Form D Deed Preconstruction**

Form C			
Deed - Design Verification Form			
Service	Water		
Estate Name			
Municipality			
Developer			
Consultant			
Designed By			
Key Design Personnel - Authorisation By			
Consultant Senior Management Representative			
Consultant Ref.	E5211/1C		
South East Water Ref.	File Number: 10PD5222 Case Number:		
Number of Lots Serviced	60		
Does this project have an "Abandonment of Asset" Component	No		
Project Information			
Pipe Material		Pipe Diameter	Design Length
OPVC		100	361
PE		100	140
OPVC		150	281
PE		150	154
1. Documentation to be submitted (To be lodged Ten (10) days prior to commencement) <ul style="list-style-type: none"> i. Digital copy of final design drawings to be issued for construction ii. Road and drainage civil drawings for the development. iii. Details of existing and proposed services, if not indicated on the submitted plans. iv. Hydraulic computations for non reticulation assets (shared assets) v. Project specification if applicable. vi. Form G - Verification Form Attachment Sheet, if any of the items on this form are not applicable. 2. Consultant's Assurance As the Consultant's Senior Management Representative responsible for the design of the works detailed in South East Water's Deed, File No 10PD5222 I verify that: The design is in accordance with the Deed and its referred documents and standards.			
Nominated Representative		Darren Powell	
Files Uploaded:			
Click Here to Upload File(s)			
<input type="checkbox"/> I accept the details filled in the Design Verification Form above.* <div style="border: 2px solid red; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;"></div> Back Submit Form C			

- Click on the **Upload File(s)**
- Dialogue boxes appear on screen
- Click on **Browse**
- Browse your directory/s and identify the relevant design drawings
- Ensure all design drawings conform to South East Water's naming convention:
 - Digital format PDF indicating the SEWL
 - Construction issue
 - Revision number (if required)
- Click on **Open** the Design Drawing file to upload into the dialogue box
- Click on **Upload**
- Repeat the process as required, one single file in each dialogue box
- If there is more than five files to be submitted click on the **Upload Files** link again and repeat the process



5. Click on the Submit Form C/M

- The message: 'Form C/M has been successfully submitted' will appear

The screenshot shows a confirmation page for 'Form C/M'. It includes fields for 'Nominated Representative' and 'Files Uploaded', a link to 'Click Here to Upload File(s)', and a checkbox for accepting terms. At the bottom, there is an 'Important Privacy Notice' with a detailed paragraph about data handling. The 'Submit Form C' button is circled in red.

Revised Drawings

Revised plans and additional drawings can be submitted for a specific **Job Type**, through the **Forms Processing** screen using the **Upload Files** procedure.

This function is available until all works have been verified and **Deed Construction Verification Form E** has been successfully submitted into the system.

The submitted form can be viewed via **Forms Processing** or **Search (Project Status Report)**

Important Notes:

Some fields are still available for modification once **Form D** has been submitted.

- The Nominated Representative and the Consultant Reference number.

The procedure is also used for the submission of **Form M Design Verification**

This form is applicable for Sewer Pump Stations, Water Pumping Station, Sewer Rising Mains and Pressure Reducing Station Job Types.

Example: Form C Water Submit and Preview Forms

Form C Deed - Design Verification Form		
Service	Water	
Estate Name		
Municipality	Select Location	
Developer		
Consultant		
Designed By		
Key Design Personnel - Authorisation By		
Consultant Senior Management Representative		
Consultant Ref.		
South East Water Ref.	File Number: 11 Case Number: 1	
Number of Lots Serviced		
Does this project have an "Abandonment of Asset" Component	<input type="radio"/> Yes <input type="radio"/> No	
Project Information		
Pipe Material	Pipe Diameter - Nominal (in mm)	Design Length (in mt)
Select Pipe Material	Select Size	
Select Pipe Material	Select Size	
Select Pipe Material	Select Size	
Select Pipe Material	Select Size	
Select Pipe Material	Select Size	
Select Pipe Material	Select Size	
1. Documentation to be submitted (To be lodged Ten (10) days prior to commencement)		
i. Digital copy of final design drawings to be issued for construction		
ii. Road and drainage civil drawings for the development.		
iii. Details of existing and proposed services, if not indicated on the submitted plans.		
iv. Hydraulic computations for non reticulation assets (shared assets)		
v. Project specification if applicable.		
vi. Form G - Verification Form Attachment Sheet, if any of the items on this form are not applicable.		
2. Consultant's Assurance		
As the Consultant's Senior Management Representative responsible for the design of the works detailed in South East Water's Deed, File No 11P00724		
I verify that:		
The design is in accordance with the Deed and its referred documents and standards.		
Nominated Representative		
Preview		
Important Privacy Notice		
South East Water Limited ABN 89 066 902 547 (SEWL) is a State Owned Company which provides retail water, sewerage and trade waste services to Melbourne's South Eastern suburbs.		
By completing this form you are providing personal information to SEWL for the primary purpose of SEWL providing you with a water and/or sewerage supply. Additionally, SEWL may share your personal information with service providers and other external organisations in limited circumstances, such as to:		
<ul style="list-style-type: none">• government or regulatory authorities;• mail houses and other companies for the purposes of distributing statements of account and handling mail; and• information technology companies for the purposes of maintaining information technology and security systems.		
If you do not provide the information requested by this form, then we may not be able to process your application for the provision of water supply, recycled water or sewerage facilities.		
You may request access to your personal information which SEWL holds about you. You can make such a request by writing to the Privacy Officer at Locked Bag 1, Heatheron, Victoria, 3202. Additionally, South East Water's Privacy Policy is available on the company's web site at www.southeastwater.com.au or contact 131 694.		
*Mandatory Fields		
<input type="checkbox"/> I accept the details filled in the Design Verification Form above.*		
Back Submit Form C		
Important Privacy Notice		
South East Water Limited ABN 89 066 902 547 (SEWL) is a State Owned Company which provides retail water, sewerage and trade waste services to Melbourne's South Eastern suburbs.		
By completing this form you are providing personal information to SEWL for the primary purpose of SEWL providing you with a water and/or sewerage supply. Additionally, SEWL may share your personal information with service providers and other external organisations in limited circumstances, such as to:		
<ul style="list-style-type: none">• government or regulatory authorities;• mail houses and other companies for the purposes of distributing statements of account and handling mail; and• information technology companies for the purposes of maintaining information technology and security systems.		
If you do not provide the information requested by this form, then we may not be able to process your application for the provision of water supply, recycled water or sewerage facilities.		
You may request access to your personal information which SEWL holds about you. You can make such a request by writing to the Privacy Officer at Locked Bag 1, Heatheron, Victoria, 3202. Additionally, South East Water's Privacy Policy is available on the company's web site at www.southeastwater.com.au or contact 131 694.		

Example: Form C Sewer Preview and Submit Forms

Form C Deed - Design Verification Form				
Service	Sewer			
Estate Name				
Municipality	Select Location			
Developer				
Consultant	Breese Pitt Dixon Pty Ltd			
Designed By				
Key Design Personnel - Authorisation By				
Consultant Senior Management Representative				
Consultant Ref.				
South East Water Ref.	File Number: 11PD0724 Case Number: 16350529			
Number of Lots Serviced				
Does this project have an "Abandonment of Asset" Component				
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>				
Project Information				
Pipe Material	Pipe Diameter - Nominal(in mm)	Design Length (in mt)	% of flat grade (<1 In300)	Depths > 4 mt
Select Pipe Material	Select Size			
Select Pipe Material	Select Size			
Select Pipe Material	Select Size			
Select Pipe Material	Select Size			
Select Pipe Material	Select Size			
Select Pipe Material	Select Size			
1. Documentation to be submitted (To be lodged Ten (10) days prior to commencement)				
i. Digital copy of final design drawings to be issued for construction ii. Road and drainage civil drawings for the development. iii. Details of existing and proposed services, if not indicated on the submitted plans. iv. Hydraulic computations for non reticulation assets (shared assets) v. Project specification if applicable. vi. Form G - Verification Form Attachment Sheet, if any of the items on this form are not applicable.				
2. Consultant's Assurance				
As the Consultant's Senior Management Representative responsible for the design of the works detailed in South East Water's Deed, File No 11PD0724 I verify that: The design is in accordance with the Deed and its referred documents and standards.				
Nominated Representative		Ken Breese		
Preview				
Important Privacy Notice South East Water Limited ABN 69 066 902 547 (SEWL) is a State Owned Company which provides retail water, sewerage and trade waste services to Melbourne's South Eastern suburbs. By completing this form you are providing personal information to SEWL for the primary purpose of SEWL providing you with a water and/or sewerage supply. Additionally, SEWL may share your personal information with service providers and other external organisations in limited circumstances, such as for: <ul style="list-style-type: none"> government or regulatory authorities; mail houses and other companies for the purposes of distributing statements of account and handling mail; and information technology companies for the purposes of maintaining information technology and security systems. If you do not provide the information requested by this form, then we may not be able to process your application for the provision of water supply, recycled water or sewerage facilities. You may request access to your personal information which SEWL holds about you. You can make a request by writing to the Privacy Officer at Locked Bag 1, Heidelberg, Victoria 3085. Additionally, South East Water's Privacy Policy is available on the company's website at www.southeastwater.com.au or contact 131 544.				
<input type="checkbox"/> I accept the details filled in the Design Verification Form above. Back Submit Form C				

Example: Form M Preview and Submit Forms

Form M Deed - Design Verification Form			
Service	Sewer Pumping Station		
Estate Name			
Municipality			
Developer			
Consultant			
Designed By			
Key Design Personnel - Authorisation By			
Consultant Senior Management Representative			
Consultant Ref.	134		
South East Water Ref.	File Number: 13C03992 Case Number: 16350529		
Number of Lots Serviced	89		
Does this project have an "Abandonment of Asset" Component			
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>			
1. Documentation to be submitted			
i. Digital copy of final design drawings to be issued for construction ii. Road and drainage civil drawings for the development. iii. Details of existing and proposed services, if not indicated on the submitted plans. iv. Hydraulic computations for non reticulation assets (shared assets) v. Project specification if applicable. vi. Form G - Verification Form Attachment Sheet, if any of the items on this form are not applicable.			
2. Consultant's Assurance			
As the Consultant's Senior Management Representative responsible for the design of the works detailed in South East Water's Deed, File No 13C03992 I verify that: The design is in accordance with the Deed and its referred documents and standards.			
Nominated Representative		Ken Breese	
Preview			
Important Privacy Notice South East Water Limited ABN 69 066 902 547 (SEWL) is a State Owned Company which provides retail water, sewerage and trade waste services to Melbourne's South Eastern suburbs. By completing this form you are providing personal information to SEWL for the primary purpose of SEWL providing you with a water and/or sewerage supply. Additionally, SEWL may share your personal information with service providers and other external organisations in limited circumstances, such as for: <ul style="list-style-type: none"> government or regulatory authorities; mail houses and other companies for the purposes of distributing statements of account and handling mail; and information technology companies for the purposes of maintaining information technology and security systems. If you do not provide the information requested by this form, then we may not be able to process your application for the provision of water supply, recycled water or sewerage facilities. You may request access to your personal information which SEWL holds about you. You can make a request by writing to the Privacy Officer at Locked Bag 1, Heidelberg, Victoria 3085. Additionally, South East Water's Privacy Policy is available on the company's website at www.southeastwater.com.au or contact 131 544.			
<input type="checkbox"/> I accept the details filled in the Design Verification Form above. Back Submit Form M			

5.3. Form D and Form N

5.3.1. Deed Pre-Construction Verification Form D/N

1. Locate the project through **Project List or Form Processing**
2. Click on the **Job Type to View Project Details**
3. Click on **Form D - Pre-Construction Verification Form**

Forms Processing			
Hold Project			
Project Details - Development Deed			
SEW Reference Number	10PD5222	Consultant Name	
Address		Suburb	
Municipality		Melway Ref	134G07
Post Code		Plan Of SubDivision No.	630832
Job Details			
Job Type	Water	Job Open Date	17/11/2010
Forms			
Forms	Form Name	Pre-Conditions	
Form C	Design Verification Form Upload Files	Print	
Form D	Pre-Construction Verification Form		
Form T	Notification of Intention to Carry Out Test	<ul style="list-style-type: none"> Form D must be filled Testing date should be 2 working days greater than todays date Pre-Construction Audit must be generated 	
Form S	Request for Shutdown of Water Mains For Connections & Notification of Connection by TUP Form	<ul style="list-style-type: none"> Form D must be filled Shutdown/TUP date should be 5 working days greater than todays date Pre-Construction Audit must be generated 	
Form E	Construction Verification Form	<ul style="list-style-type: none"> At least one Testing / Live Connection Form date has not passed Condition for Form S/T is not satisfied 	
Form F	End of Defects Liability Period Verification Form	<ul style="list-style-type: none"> To be filled 3 calendar months after issue of Acceptance of Works Certificate All Form S/Qs must be approved and/or completed All generated audits must be closed 	
Form G	Verification Form Attachment Sheet		

4. Complete the information in the Verification form.

- **Note: A minimum of 5 working days notification is required from submission date.**
- Complete all required fields
 - Developer and Contractor names and email addresses are required to receive any **Issue Findings Reports** that arise
- Click on the drop down menu button to select Contractor details and Live Sewer Contractor details.
- Sewer projects:
 - Click on the button to select if the Geotechnical Report has been submitted
 - If **Yes** is selected, the Geotechnical Report needs to be uploaded
 - Tick in the selection criteria the form.
- Click on the date selector to enter the Commencement and Estimated Completion dates in accordance with the Deed requirements
- Click on **Preview**
- Review the information entered into the Form.
- If corrections are required click on the **Back** button
- Re enter data
- Click on **Preview**

Example: Form D - Pre-Construction Verification Form

<p>Form D</p> <p>Deed - Pre-Construction Verification Form (Notification) (To be lodged by the consultant at least seven (7) days prior to commencement.)</p>																									
<table border="1"> <tr> <td>Service</td> <td>Water</td> </tr> <tr> <td>Estate Name</td> <td></td> </tr> <tr> <td>Municipality</td> <td></td> </tr> <tr> <td>Consultant Ref.</td> <td>E3350/4</td> </tr> <tr> <td>South East Water Ref.</td> <td> File Number: 10PD5861 Case Number: 11673062 </td> </tr> </table>		Service	Water	Estate Name		Municipality		Consultant Ref.	E3350/4	South East Water Ref.	File Number: 10PD5861 Case Number: 11673062														
Service	Water																								
Estate Name																									
Municipality																									
Consultant Ref.	E3350/4																								
South East Water Ref.	File Number: 10PD5861 Case Number: 11673062																								
<p>Part 1 - South East Water required Information (Must be submitted to South East Water).</p>																									
<p>1 Information</p> <table border="1"> <tr> <td colspan="2"> Works Program </td> </tr> <tr> <td>Audit Schedule incorporating the Risk Assessment(Consultant's)</td> <td>Submit to South East Water</td> </tr> <tr> <td>Project Management Plan incorporating the Inspection & Test Plan (Contractor's)</td> <td>Submit to South East Water</td> </tr> <tr> <td>Public Liability Insurance (Contractor)</td> <td>Submit to South East Water</td> </tr> <tr> <td>Commencement Date</td> <td>14/12/2010</td> </tr> <tr> <td>Est. Completion Date</td> <td>22/12/2010</td> </tr> <tr> <td>Working Hours</td> <td>Monday-Friday 06:00AM to 05:00 PM</td> </tr> </table>		Works Program		Audit Schedule incorporating the Risk Assessment(Consultant's)	Submit to South East Water	Project Management Plan incorporating the Inspection & Test Plan (Contractor's)	Submit to South East Water	Public Liability Insurance (Contractor)	Submit to South East Water	Commencement Date	14/12/2010	Est. Completion Date	22/12/2010	Working Hours	Monday-Friday 06:00AM to 05:00 PM										
Works Program																									
Audit Schedule incorporating the Risk Assessment(Consultant's)	Submit to South East Water																								
Project Management Plan incorporating the Inspection & Test Plan (Contractor's)	Submit to South East Water																								
Public Liability Insurance (Contractor)	Submit to South East Water																								
Commencement Date	14/12/2010																								
Est. Completion Date	22/12/2010																								
Working Hours	Monday-Friday 06:00AM to 05:00 PM																								
<p>Personnel</p> <table border="1"> <tr> <td>Developer Company Name</td> <td></td> <td>Contact</td> <td></td> </tr> <tr> <td>Developer Email</td> <td></td> <td>Tel</td> <td></td> </tr> <tr> <td>Principle Contractor Company Name</td> <td></td> <td>Contact</td> <td></td> </tr> <tr> <td>Principle Contractor Email</td> <td></td> <td>Tel</td> <td></td> </tr> <tr> <td>Licensed Surveyor</td> <td></td> <td>Tel</td> <td></td> </tr> </table>		Developer Company Name		Contact		Developer Email		Tel		Principle Contractor Company Name		Contact		Principle Contractor Email		Tel		Licensed Surveyor		Tel					
Developer Company Name		Contact																							
Developer Email		Tel																							
Principle Contractor Company Name		Contact																							
Principle Contractor Email		Tel																							
Licensed Surveyor		Tel																							
<p>Please Note:</p> <p>The Contractors shown on this pick list are known to have previously met South East Water's minimum Pre-Qualification requirements. However, this information is not to be treated as South East Water's up-to-date Approved Suppliers List for general Construction works.</p>																									
<p>Please Note: The Contractors shown on this pick list are known to have previously met South East Water's minimum Pre-Qualification requirements. However, this information is not to be treated as South East Water's up-to-date Approved Suppliers List for general Construction works.</p> <p>It is the responsibility of the Consultant to verify that all Contractors meet the minimum requirements outlined in the Land Development Policy Manual prior to project selection.</p> <table border="1"> <tr> <td>Water Contractor</td> <td></td> <td>Tel</td> <td></td> </tr> <tr> <td>Key Personnel - Construction Auditor (Consultant's)</td> <td></td> <td>Tel</td> <td></td> </tr> <tr> <td>Key Personnel - Construction Supervisor (Contractor's)</td> <td></td> <td>Tel</td> <td></td> </tr> <tr> <td>Qualified Pipelayers</td> <td>Person's Name</td> <td>Tel</td> <td></td> </tr> <tr> <td>Tapping Under Pressure - Water Contractor</td> <td>N/A</td> <td>Tel</td> <td></td> </tr> <tr> <td>Boring Contractor</td> <td>N/A</td> <td>Tel</td> <td></td> </tr> </table>		Water Contractor		Tel		Key Personnel - Construction Auditor (Consultant's)		Tel		Key Personnel - Construction Supervisor (Contractor's)		Tel		Qualified Pipelayers	Person's Name	Tel		Tapping Under Pressure - Water Contractor	N/A	Tel		Boring Contractor	N/A	Tel	
Water Contractor		Tel																							
Key Personnel - Construction Auditor (Consultant's)		Tel																							
Key Personnel - Construction Supervisor (Contractor's)		Tel																							
Qualified Pipelayers	Person's Name	Tel																							
Tapping Under Pressure - Water Contractor	N/A	Tel																							
Boring Contractor	N/A	Tel																							
<p>Consultant's Assurance</p> <p>As the Consultant's Senior Management Representative responsible for the project management of the works detailed in South East Water's Deed, File No 10PD5861</p> <p>I verify that:</p> <p>The project management of the works detailed in South East Water's Deed will proceed in accordance with the lodged Project Management Plan and Audit Schedule</p> <p>I agree to notify South East Water within 24 hours of any changes to the information certified above.</p>																									
<table border="1"> <tr> <td>Nominated Representative</td> <td></td> </tr> <tr> <td>Files Uploaded:</td> <td></td> </tr> </table>		Nominated Representative		Files Uploaded:																					
Nominated Representative																									
Files Uploaded:																									
<p>Important Privacy Notice</p> <p>South East Water Corporation ABN 89 066 902 547 (SEW) is a State Owned Company which provides retail water, sewerage and trade waste services to Melbourne's South Eastern suburbs.</p> <p>By completing this form you are providing personal information to SEW for the primary purpose of SEW providing you with a water and/or sewerage supply. Additionally, SEW may share your personal information with service providers and other external organisations in limited circumstances, such as to:</p> <ul style="list-style-type: none"> government or regulatory authorities; mail houses and other companies for the purposes of distributing statements of account and handling mail; and information technology companies for the purposes of maintaining information technology and security systems. <p>If you do not provide the information requested by this form, then we may not be able to process your application for the provision of water supply, recycled water or sewerage facilities.</p> <p>You may request access to your personal information which SEW holds about you. You can make such a request by writing to the Privacy Officer at Locked Bag 1, Heideerton, Victoria, 3202. Additionally, South East Water's Privacy Policy is available on the company's web site at www.southeastwater.com.au or contact 131 694.</p>																									

5. Upload the Required Documents

- Public Liability Insurance Certificate
- Project Management Plan
- Audit Schedule incorporating Risk Assessment

Sewer Projects:

- If the Yes button for Geotechnical Data is selected the Geotechnical Report must be uploaded

The image shows two overlapping windows. The left window is titled 'Project Details - Development Deed' and contains fields for SEW Reference Number (12PD3130), Consultant Name, Address (Suburb), Municipality (Melway Ref), Post Code (701116), and Job Details (Job Type Water, Job Open Date 07/08/2012). Below these are tables for 'Forms' and 'Pre-Conditions'. The 'Forms' table lists various forms with 'Print' and 'Upload Files' buttons. The 'Upload Files' button for 'Form D' is circled in red. The right window is titled 'Form D' and 'Upload Documents'. It shows five attachment fields (Attachment #1 to #5) with 'Browse...' buttons. A 'Choose File to Upload' dialog box is open, showing a file path: 'C:\Users\Documents\OTLocal'. The 'Documents library' in 'OTLocal' contains a folder named 'LiveLink' (12/02/2013 9:05 AM, File folder). The dialog has 'Open' and 'Cancel' buttons at the bottom.

6. Click on the **Submit Form D/N**

- The message: 'Form D/N has been successfully submitted' will appear

Important Notes:

Once the Form has been electronically submitted, limited data fields are available for further modification.

The data fields available for modification are:

- Commencement Date
- Estimated Completion Date
- Working Hours.

Once the Commencement Date in the data field has expired, the form can no longer be modified and becomes a "read only" version.

Any changes to the form requires a phone call to South East Water followed by the completion of the **Form G Variation Form** indicating the change.

Example:

Form D Sewer: Preview

Submit

Form D Deed - Pre-Construction Verification Form (Notification) (To be lodged by the consultant at least seven (7) days prior to commencement.)	
Service	
Estate Name	
Municipality	
Consultant Ref.	
South East Water Ref.	File Number: 10PD47 Case Number: 96427
Part 1 - South East Water required Information (Must be submitted to South East Water).	
1 Information	
Works Program	
Audit Schedule incorporating the Risk Assessment (Consultant's)	Submit to South East Water
Project Management Plan incorporating the Inspection & Test Plan (Contractor's)	Submit to South East Water
Public Liability Insurance (Contractor)	Submit to South East Water
Geotechnical Report has been forwarded	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A *
Commencement Date	<input type="text"/>
Est. Completion Date	<input type="text"/>
Working Hours	Monday-Friday : AM to : PM * Saturday : AM to : PM
Personnel	
Developer Company Name	<input type="text"/> * Contact <input type="text"/> *
Developer Email	<input type="text"/> * Tel <input type="text"/> *
Please Note: If there is no Principle Contractor assigned to this job, please leave the Principle Contractor fields blank.	
Principle Contractor Company Name	<input type="text"/> Contact <input type="text"/>
Principle Contractor Email	<input type="text"/> Tel <input type="text"/>
Licensed Surveyor	<input type="text"/> Tel <input type="text"/>
Please Note: The Contractors shown on this pick list are known to have previously met South East Water's minimum Pre-Qualification requirements. However, this information is not to be treated as South East Water's up-to-date Approved Suppliers List for general Construction works. It is the responsibility of the Consultant to verify that all Contractors meet the minimum requirements outlined in the Land Development Policy Manual prior to project selection.	
Sewer Contractor	Select Contractor <input type="text"/> * Tel <input type="text"/> *
Key Personnel - Construction Auditor (Consultant's)	Person's Name <input type="text"/> * Tel <input type="text"/> *
	Person's Name <input type="text"/> Tel <input type="text"/>
Key Personnel - Construction Supervisor (Contractor's)	Person's Name <input type="text"/> * Tel <input type="text"/> *
	Person's Name <input type="text"/> Tel <input type="text"/>
Qualified Pipelayers	Person's Name <input type="text"/> * Tel <input type="text"/> *
	Person's Name <input type="text"/> Tel <input type="text"/>
Maintenance Hole Builder	<input type="text"/> Tel <input type="text"/>
Approved Live Sewer Contractor	Select Contractor <input type="text"/> * Tel <input type="text"/> *
Boring Contractor	<input type="text"/> Tel <input type="text"/>
Consultant's Assurance As the Consultant's Senior Management Representative responsible for the project management of the works detailed in South East Water's Deed, File No 11P00081, I verify that: The project management of the works detailed in South East Water's Deed will proceed in accordance with the lodged Project Management Plan and Audit Schedule. I agree to notify South East Water within 24 hours of any changes to the information certified above.	
Nominated Representative	Ken Breeze
Preview	
Important Privacy Notice South East Water Limited ABN 89 066 902 547 (SEWL) is a State Owned Company which provides retail water, sewerage and trade waste services to Melbourne's South Eastern suburbs. By completing this form you are providing personal information to SEWL for the primary purpose of SEWL providing you with a water and/or sewerage supply. Additionally, SEWL may share your personal information with service providers and other external organisations in limited circumstances, such as to: <ul style="list-style-type: none"> • government and regulatory authorities; • mail houses and other companies for the purposes of distributing statements of account and handling mail; and • information technology companies for the purposes of maintaining information technology and security systems. 	
If you do not provide the information requested by this form, then we may not be able to process your application for the provision of water supply, recycled water or sewerage facilities. You may request access to your personal information which SEWL holds about you. You can make such a request by writing to the Privacy Officer at Locked Bag 1, Heidelberg, Victoria, 3202. Additionally, South East Water's Privacy Policy is available on the company's web site at www.southeastwater.com.au or contact 131 654.	
* Mandatory fields	
Form D Deed - Pre-Construction Verification Form (Notification) (To be lodged by the consultant at least seven (7) days prior to commencement.)	
Service	
Estate Name	
Municipality	
Consultant Ref.	
South East Water Ref.	File Number: 10PD47 Case Number: 96427
Part 1 - South East Water required Information (Must be submitted to South East Water).	
1 Information	
Works Program	
Audit Schedule incorporating Risk Assessment (Consultant's)	Submit to South East Water
Project Management Plan incorporating the Inspection & Test Plan (Contractor's)	Submit to South East Water
Public Liability Insurance (Contractor)	Submit to South East Water
Geotechnical Report has been forwarded	Yes
Commencement Date	21/12/2010
Est. Completion Date	15/08/2011
Working Hours	Monday-Friday 08:00 AM to 04:00 PM Saturday 08:00 AM to 01:00 PM
Personnel	
Developer Company Name	<input type="text"/> Contact <input type="text"/>
Developer Email	<input type="text"/> Tel <input type="text"/> (03) 9444 4000
Principle Contractor Company Name	<input type="text"/> Contact <input type="text"/>
Principle Contractor Email	<input type="text"/> Tel <input type="text"/>
Licensed Surveyor	<input type="text"/> Tel <input type="text"/>
Please Note: The Contractors shown on this pick list are known to have previously met South East Water's minimum Pre-Qualification requirements. However, this information is not to be treated as South East Water's up-to-date Approved Suppliers List for general Construction works. It is the responsibility of the Consultant to verify that all Contractors meet the minimum requirements outlined in the Land Development Policy Manual prior to project selection.	
Sewer Contractor	<input type="text"/> Tel <input type="text"/>
Key Personnel - Construction Auditor (Consultant's)	Person's Name <input type="text"/> Tel <input type="text"/>
Key Personnel - Construction Supervisor (Contractor's)	Person's Name <input type="text"/> Tel <input type="text"/>
Qualified Pipelayers	Person's Name <input type="text"/> Tel <input type="text"/>
Maintenance Hole Builder	<input type="text"/> Tel <input type="text"/>
Approved Live Sewer Contractor	Select Contractor <input type="text"/> * Tel <input type="text"/> *
Boring Contractor	<input type="text"/> Tel <input type="text"/>
Consultant's Assurance As the Consultant's Senior Management Representative responsible for the project management of the works detailed in South East Water's Deed, File No 11P00081, I verify that: The project management of the works detailed in South East Water's Deed will proceed in accordance with the lodged Project Management Plan and Audit Schedule. I agree to notify South East Water within 24 hours of any changes to the information certified above.	
Nominated Representative	Kathy Berkidge
Documents Uploaded:	Click Here to Upload the Required Documents
<input type="checkbox"/> I have uploaded the Public Liability Insurance Certificate. * <input type="checkbox"/> I have uploaded the Project Management Plan. * <input type="checkbox"/> I have uploaded the Audit Schedule incorporating Risk Assessment. * <input type="checkbox"/> I accept the details filled in Pre-Construction Verification Form. *	
Back Submit Form D	
Important Privacy Notice South East Water Limited ABN 89 066 902 547 (SEWL) is a State Owned Company which provides retail water, sewerage and trade waste services to Melbourne's South Eastern suburbs. By completing this form you are providing personal information to SEWL for the primary purpose of SEWL providing you with a water and/or sewerage supply. Additionally, SEWL may share your personal information with service providers and other external organisations in limited circumstances, such as to: <ul style="list-style-type: none"> • government and regulatory authorities; • mail houses and other companies for the purposes of distributing statements of account and handling mail; and • information technology companies for the purposes of maintaining information technology and security systems. 	
If you do not provide the information requested by this form, then we may not be able to process your application for the provision of water supply, recycled water or sewerage facilities. You may request access to your personal information which SEWL holds about you. You can make such a request by writing to the Privacy Officer at Locked Bag 1, Heidelberg, Victoria, 3202. Additionally, South East Water's Privacy Policy is available on the company's web site at www.southeastwater.com.au or contact 131 654.	

Example

Form D: Water Update

Form D
Deed - Pre-Construction Verification Form (Notification)
(To be lodged by the consultant at least seven (7) days prior to commencement.)

Service	Water
Estate Name	Brayleigh
Municipality	
Consultant Ref.	
South East Water Ref.	File Number: 08PD0730 Case Number: 11349605

Part 1 - South East Water required Information
(Must be submitted to South East Water).

1 Information

Works Program	
Audit Schedule incorporating the Risk Assessment(Consultant's)	Submit to South East Water
Project Management Plan incorporating the Inspection & Test Plan (Contractor's)	Submit to South East Water
Public Liability Insurance (Contractor)	Submit to South East Water
Commencement Date	04/04/2011 *
Est. Completion Date	11/05/2011 *
Working Hours	Monday-Friday : : AM to : : PM * Saturday : : AM to : : PM

Personnel			
Developer Company Name	Harofam Pty Ltd *	Contact	
Developer Email		Tel	*
Please Note: If there is no Principle Contractor assigned to this job, please leave the Principle Contractor fields blank.			
Principle Contractor Company Name		Contact	
Principle Contractor Email		Tel	
Licensed Surveyor		Tel	

Please Note:
The Contractors shown on this pick list are known to have previously met South East Water's minimum Pre-Qualification requirements. However, this information is not to be treated as South East Water's up-to-date Approved Suppliers List for general Construction works.
It is the responsibility of the Consultant to verify that all Contractors meet the minimum requirements outlined in the Land Development Policy Manual prior to project selection.

Water Contractor	Select Contractor *	Tel	*
Key Personnel - Construction Auditor (Consultant's)	Person's Name *	Tel	*
	Person's Name	Tel	
Key Personnel - Construction Supervisor (Contractor's)	Person's Name *	Tel	*
	Person's Name	Tel	
Qualified Pipelayers	Person's Name *	Tel	*
	Person's Name	Tel	
Tapping Under Pressure - Water Contractor		Tel	
Boring Contractor		Tel	

Consultant's Assurance
As the Consultant's Senior Management Representative responsible for the project management of the works detailed in South East Water's Deed, File No 08PD0730
I verify that:
The project management of the works detailed in South East Water's Deed will proceed in accordance with the lodged Project Management Plan and Audit Schedule
I agree to notify South East Water within 24 hours of any changes to the information certified above.

Nominated Representative	Ken Breese
Preview	

Important Privacy Notice
South East Water Limited ABN 89 066 902 547 (SEWL) is a State Owned Company which provides retail water, sewerage and trade waste services to Melbourne's South Eastern suburbs.
By completing this form you are providing personal information to SEWL for the primary purpose of SEWL providing you with a water and/or sewerage supply. Additionally, SEWL may share your personal information with service providers and other external organisations in limited circumstances, such as to:

- government or regulatory authorities;
- mail houses and other companies for the purposes of distributing statements of account and handling mail; and
- information technology companies for the purposes of maintaining information technology and security systems.

If you do not provide the information requested by this form, then we may not be able to process your application for the provision of water supply, recycled water or sewerage facilities.
You may request access to your personal information which SEWL holds about you. You can make such a request by writing to the Privacy Officer at Locked Bag 1, Heatherton, Victoria, 3202. Additionally, South East Water's Privacy Policy is available on the company's web site at www.southeastwater.com.au or contact 131 694.

* Mandatory Fields

Preview

Form D
Deed - Pre-Construction Verification Form (Notification)
(To be lodged by the consultant at least seven (7) days prior to commencement.)

Service	Water
Estate Name	
Municipality	
Consultant Ref.	7497E/15
South East Water Ref.	File Number: 10PD4972 Case Number: 9791695

Part 1 - South East Water required Information
(Must be submitted to South East Water).

1 Information

Works Program	
Audit Schedule incorporating the Risk Assessment(Consultant's)	Submit to South East Water
Project Management Plan incorporating the Inspection & Test Plan (Contractor's)	Submit to South East Water
Public Liability Insurance (Contractor)	Submit to South East Water
Commencement Date	04/04/2011
Est. Completion Date	11/05/2011
Working Hours	Monday-Friday 07:30AM to 05:00 PM Saturday 07:30 AM to 04:00 PM

Personnel			
Developer Company Name		Contact	
Developer Email		Tel	
Principle Contractor Company Name		Contact	
Principle Contractor Email		Tel	
Licensed Surveyor		Tel	

Please Note:
The Contractors shown on this pick list are known to have previously met South East Water's minimum Pre-Qualification requirements. However, this information is not to be treated as South East Water's up-to-date Approved Suppliers List for general Construction works.
It is the responsibility of the Consultant to verify that all Contractors meet the minimum requirements outlined in the Land Development Policy Manual prior to project selection.

Water Contractor		Tel	
Key Personnel - Construction Auditor (Consultant's)		Tel	
Key Personnel - Construction Supervisor (Contractor's)		Tel	
Qualified Pipelayers	Person's Name Luke Hawkins	Tel	
Tapping Under Pressure - Water Contractor		Tel	
Boring Contractor		Tel	

Consultant's Assurance
As the Consultant's Senior Management Representative responsible for the project management of the works detailed in South East Water's Deed, File No 10PD4972
I verify that:
The project management of the works detailed in South East Water's Deed will proceed in accordance with the lodged Project Management Plan and Audit Schedule
I agree to notify South East Water within 24 hours of any changes to the information certified above.

Nominated Representative	
Files Uploaded:	

Important Privacy Notice
South East Water Limited ABN 89 066 902 547 (SEWL) is a State Owned Company which provides retail water, sewerage and trade waste services to Melbourne's South Eastern suburbs.
By completing this form you are providing personal information to SEWL for the primary purpose of SEWL providing you with a water and/or sewerage supply. Additionally, SEWL may share your personal information with service providers and other external organisations in limited circumstances, such as to:

- government or regulatory authorities;
- mail houses and other companies for the purposes of distributing statements of account and handling mail; and
- information technology companies for the purposes of maintaining information technology and security systems.

If you do not provide the information requested by this form, then we may not be able to process your application for the provision of water supply, recycled water or sewerage facilities.
You may request access to your personal information which SEWL holds about you. You can make such a request by writing to the Privacy Officer at Locked Bag 1, Heatherton, Victoria, 3202. Additionally, South East Water's Privacy Policy is available on the company's web site at www.southeastwater.com.au or contact 131 694.

Back Print Preview

5.4. Form Q – Work on Live Sewers

5.4.1. Procedure – Deed Work on Live Sewers Form Q

1. Locate the project through **Project List** or **Form Processing**
2. Click on the **Job Type** to **View Project Details**
3. Click on **Form Q – Work on Live Sewers**

Project Details - Development Deed			
SEW Reference Number	12PD3483	Consultant Name	
Address		Suburb	
Municipality		Melway Ref	
Post Code		Plan Of SubDivision No.	0
Job Details			
Job Type	Sewer	Job Open Date	10/05/2012
Forms			
Forms	Form Name	Pre-Conditions	
Form C	Design Verification Form Upload Files	Print	
Form D	Pre-Construction Verification Form Upload Files	Print	
Form T	Notification of Intention to Carry Out Test		
Form Q	Work on Live Sewers		
Form E	Construction Verification Form	<ul style="list-style-type: none"> • At least one Testing / Live Connection Form date has not passed • Condition for Form Q/T is not satisfied 	
Form F	End of Defects Liability Period Verification Form	<ul style="list-style-type: none"> • To be filled 3 calendar months after issue of Acceptance of Works Certificate • All Form S/Qs must be approved and/or completed • All generated audits must be closed • All Form Q plugging Insertions should be removed 	
Form G	Verification Form Attachment Sheet		

4. View Form Q list

Form Q			
Work on Live Sewers			
SEW Reference No.	Job Type	Stage Type	
12PD3483	Sewer	Live Connection Sewer	
Form ID	Form Created Date	Status	
Q9415	10/08/2012 04:51 PM	Completed	Print Preview
Q9601	03/10/2012 04:49 PM	Accepted	Print Preview
Add New Form			

Actions include:

- Add New Forms
- Record completed works
- Print Forms

5. Click on **Add New Form**

- Type in relevant information into the applicable blank data fields
- Click on the **Yes\No** button to select **Education** and **Plugging**
- Click on the date selector to select the **Connection Date**
 - **NOTE:** A minimum of Two working days notification is required from today's date
- **Each Form Q submitted for Plug Insertion, requires the submission of a Form Q for the Plug Removal.**
- **Plugs installed and removed on the same day may be recorded in the comments section – and therefore not by clicking on Plug insertion button.**
- Click on the **Preview** button and review the information
- If corrections are required click on the **Back** button
- Re-enter data as required
- Click on the Consultants Assurance **Tick box**
- Click **Preview** button.
- Click on the **Submit Form Q** button
- The message 'Form Q has been successfully submitted' will appear.

An email message is sent automatically to the Water Company's Live Sewer Connection Supervisor requesting validation of the form.

Once the validation process is completed the Consultant will receive an E-mail with one of the following responses:

Accepted - Approval has been confirmed for Live sewer works being carried out on the nominated connection date.

Rejected – Live sewer works cannot be carried out on the nominated connection date. The consultant must postpone this activity, liaise with the Water Company Connection Supervisor and re-apply for another connection date.

Important Notes:

The Consultant is required to notify the Water Company within two working days from submission date of the proposed Live Sewer Works being undertaken by an Authorised Contractor.

- **Each Form Q submitted for Plug Insertion, requires the submission of a Form Q for the Plug Removal**
- Plugs installed and removed on the same day may be recorded in the comments section therefore **NOT** by clicking on Plug Insertion button.
- The proposed connection date must be a minimum of two working days from submission date.
- Only one Form Q can be submitted at a time for Sewer Plug Insertion and Plug Removal
- The form is electronically submitted and all data fields are available for modification until:
 - The date shown in the "connection date" field has passed **OR**
 - The form has been validated by the Water Company's Live sewer Connection Supervisor
- If any of the above pre conditions have occurred, the form cannot be further modified and becomes a "read only" version.
- **Notification of Completion Procedure** must be followed for the database to confirm that all live sewer pre-conditions have been met.

Example: Work on Live Sewers

Work on Live Sewers		
<p>This form is to be used for all works associated with live sewers including lifting maintenance holes, entering maintenance holes, altering maintenance holes connecting property branches or insertion / removal of plugs etc. This form must be received by South East Water Corporation (SEW) at least (2) working days prior to work on live sewers.</p>		
Project Name		
Consultant		
<p>Please Note: The Contractors and individuals shown on this pick list are known to have previously met South East Water's minimum Pre-Qualification requirements. However, this information is not to be treated as South East Water's up-to date Approved Suppliers List for work on Live sewers. It is the responsibility of the Consultant to verify that all Contractors are selected from South East Water's Approved Suppliers List for Work on Live Sewer Assets.</p>		
Approved Contractor For Connections		
Connection Date	17/10/2012	
Education Required	No	
Type of Work	No.	Location
Connection to MH		
Break out existing sewer in new MH		
Connection for Property Branch		
Alteration to MH		
Inspection		
Testing		
Other		
Plugging		
Plugging Removal		
MH No. 1205	Duration: Perm	
MH No.	Duration:	
MH No.	Duration:	
NOTIFICATION OF WORK COMPLETED		
<p>Please note that this section form must be received by South East Water Corporation (SEW) at least (2) working days after any work on live sewers have been completed. For example: removal/insertion of plugs or alteration to existing assets.</p>		
Date of Works Completed	30/04/2013	
Access Permit No.	56566	
Name of Consultant Representative		
Comments		
Nominated Representative		
<input checked="" type="checkbox"/> I accept the details filled in the Work on Live Sewers Form. *		
Back	Submit Form Q	

5.4.2. Deed Work on Live Sewers Form Q

Notification of Completion Procedure

The Consultant is required to notify the Water Company within two Working days of the Completed Live Sewer Works previously undertaken by the Authorised Contractor

1. Locate the project through **Project List** or **Form Processing**
2. Click on the **Job Type** to **View Project Details**
3. Click on **Form Q – Work on Live Sewers**
4. Fill out the information
 - Click on the date selector to set the Connection date
 - Type in the relevant information into the applicable blank data fields
 - Enter The Access Permit number
 - Click on the **Preview** button and review the information
 - If corrections are required click on the **Back** button and re-enter data as required
 - Click on the Consultant's Assurance **Tick box**
 - Click on the **Preview** button.
 - Click on the **Submit Form Q** button
 - The message 'Form Q has been successfully submitted' will appear

Important Notes:

- The Live Sewer Contractor must provide the Consultant with the Access Permit number issued by Water Company.
- Once the Form has been submitted, no data fields are available for modification and the form becomes a "read only" version.
- All forms can be viewed via **Forms Processing** and **Search (Project Status Report)**
- Each **Form Q** electronically submitted on the database must be fully completed or problems will be encountered later in the Construction Verification process.

Deed Work on Live Sewer Cancellation Procedure

1. Locate the project through **Project List** or **Form Processing**
2. Click on the Job Type to **View Project Details**
3. Click on **Form Q – Work on Live Sewers**
4. Type comments into the dialogue box outlining the reasons for the testing cancellation.
5. Click on the **Cancel Form Q** button

The message 'Form Q has been successfully cancelled' will appear

Plugging Removal	
MH No. 1205	Duration: Perm
MH No.	Duration:
MH No.	Duration:
NOTIFICATION OF WORK COMPLETED	
<p>Please note that this section form must be received by South East Water Corporation (SEW) at least (2) working days after any work on live sewers have been completed. For example: removal/insertion of plugs or alteration to existing assets.</p>	
Date of Works Completed	28/02/2013  *
Access Permit No.	12464 *
Name of Consultant Representative	
Nominated Representative	Darren Powell
Comments:	
<input type="button" value="Preview"/> <input style="border: 2px solid red; border-radius: 10px; padding: 5px;" type="button" value="Cancel Form Q"/>	

Note: The **Undo** **Cancel** button can be activated.

This function is available until the **Cancel Form Q** button has been activated.

NOTIFICATION OF WORK COMPLETED

Please note that this section form must be received by South East Water Corporation (SEW) at least **(2) working days** after any work on live sewers have been completed. For example: removal/insertion of plugs or alteration to existing assets.

Date of Works Completed	28/02/2013 *
Access Permit No.	12464 *
Name of Consultant Representative	
Nominated Representative	
Comments:	<p>This job was cancelled due to:</p> <div style="border: 1px solid #ccc; padding: 5px; height: 80px; width: 100%;"></div>

Undo
Cancel
Cancel Form Q

5.5. Form S – Request for shutdown of Water Mains & Notification of Connection by Tapping Under Pressure

5.5.1. Procedure – Deed Request for Shutdown of Water mains Form S

The Consultant is required to notify the Water Company within five working days from submission date of the proposed Water Shutdown/Tapping Under Pressure activities undertaken by the Contractor.

1. Locate the project through **Project List or Form Processing**
2. Click on the **Water Job Type to View Project Details**
3. Click on **Form S – Request for Shutdown of Water Mains For Connections & Notification of Connection by TUP Form**
4. Click on **Add New Form**
5. Fill out the information:
 - Type relevant information into the applicable blank data fields
 - Click on the button to select **Shutdown** or **Tapping under Pressure**
 - Click on the date selector menu button to select the **Connection Date**

Form S	
Deed - Request for Shutdown of Water Mains For Connections & Notification of Connection by Tapping Under Pressure (TUP) Form	
Job Description	
Consultant	
Please Note: The Contractors shown on this pick list are known to have previously met South East Water's minimum Pre-Qualification requirements. However, this information <u>is not</u> to be treated as South East Water's up-to date Approved Suppliers List for general Construction works. It is the responsibility of the Consultant to verify that all Contractors meet the minimum requirements outlined in the Land Development Policy Manual prior to project selection.	
Approved Contractor For Connections	Name: <input type="text"/> Tel: <input type="text"/> * Rep. on Site: <input type="text"/> * Mobile: <input type="text"/> *
<input type="checkbox"/> Swabbing and/or Chlorination only. <input type="checkbox"/> No actual connection required. Notification only. <input type="checkbox"/> Notify that Water Company Personal no longer required on site.	
<input checked="" type="radio"/> Shutdown Date Requested <input type="radio"/> TUP Date Requested	Date: <input type="text"/>  * Time: <input type="text"/> : <input type="text"/> *

5.5.2. Procedure – Notification Features Form S

Notification of **Swabbing** and/or **Chlorination** activities:

- Select Yes/No buttons
- Fill out the dialog boxes

Valve Location Description:	
Comments:	
Swabbing - Two working days Notification is required Are authorised Water Company Personnel required on site to operate valves ? <div style="text-align: right;"> <input type="radio"/> Yes <input checked="" type="radio"/> No * </div>	
Chlorination Are authorised Water Company Personnel required on site to operate valves ? <div style="text-align: right;"> <input type="radio"/> Yes <input checked="" type="radio"/> No * </div>	
<small>*Shutdown of water mains are normally carried out between 9:00am and 4:00pm. If it is expected that the shutdown will only be required for a shorter period, please state.</small>	
Nominated Representative	Darren Powell
Preview	
<small>* Mandatory Fields</small>	

Notification: **No Physical Connections Into A Live Water Main Asset**

- Select Tick Box
- Fill out the dialogue box

Consultant	Name: <input type="text"/> * Please enter the Consultant Name
	Company: Beveridge Williams Pty Ltd
	Tel: <input type="text"/> * Please enter the Consultant Telephone No Fax: <input type="text"/>
<small>Please Note: The Contractors shown on this pick list are known to have previously met South East Water's minimum Pre-Qualification requirements. However, this information is not to be treated as South East Water's up-to date Approved Suppliers List for general Construction works. It is the responsibility of the Consultant to verify that all Contractors meet the minimum requirements outlined in the Land Development Policy Manual prior to project selection.</small>	
Approved Contractor For Connections	Name: <input type="text"/> * Please enter the Approved Contractor Name
	Tel: <input type="text"/> * Please enter the Approved Contractor Telephone
	Rep. on Site: <input type="text"/> * Mobile: <input type="text"/>
<input type="checkbox"/> Swabbing and/or Chlorination only. <input checked="" type="checkbox"/> No actual connection required. Notification only. <input type="checkbox"/> Notify that Water Company Personal no longer required on site.	
Reason for no connection:	
<small>*Shutdown of water mains are normally carried out between 9:00am and 4:00pm. If it is expected that the shutdown will only be required for a shorter period, please state.</small>	
Nominated Representative	Jenny Gava
Preview	

Notification: Water Company Personnel are no longer required on the worksite

- Select Tick Box
- Fill out the dialogue box

It is the responsibility of the Consultant to verify that all Contractors meet the minimum requirements outlined in the Land Development Policy Manual prior to project selection.

Approved Contractor For Connections	Name: <input type="text"/> *	
	Please enter the Approved Contractor Name	
	Tel: <input type="text"/> *	Please enter the Approved Contractor Telephone
Rep. on Site: <input type="text"/> *	Mobile: <input type="text"/> *	
<input type="checkbox"/> Shutdown and/or Chlorinating only.		
<input type="checkbox"/> No actual connection required. Notification only.		
<input checked="" type="checkbox"/> Notify that Water Company Personal no longer required on site.		
Comments:	<input type="text"/>	
*Shutdown of water mains are normally carried out between 9:00am and 4:00pm. If it is expected that the shutdown will only be required for a shorter period, please state.		
Nominated Representative	Jenny Gava	
Preview		
* Mandatory Fields		

Once the form has been completed:

1. Click on the **Tick box** to confirm the consultant's assurance for the form.
2. Click on the **Preview** button
 - Review the information entered onto the form
 - If corrections are required click on the **Back** button
 - Re enter data as required
 - Click on the Consultant's Assurance **Tick box** again
 - Click on the **Preview** button.
3. Click on the **Submit Form S** button
The message 'Form S has been successfully submitted' will appear

An email message is automatically sent to the Water Company's Connection Supervisor requesting validation of the form.

Once the validation process is completed, the consultant will receive an automated email with one of the following responses:

Accepted - Approval has been confirmed for **Shutdown** or **Tapping under Pressure** connection being carried out on the nominated connection date.

Rejected - **Shutdown** or **Tapping under Pressure** connection cannot be carried out on the nominated connection date. The consultant postpones this activity, liaises with the Water Company Connection Supervisor and re-apply for another connection date.

Important Notes:

The proposed connection date must be a minimum of **Five** working days from submission date.

Once the form has been submitted, all data fields are available for modification until:

- The actual date shown in the **Connection Data** field has passed

OR

- The form has been validated by the Water Company's Connection Supervisor.

If any of the above pre-conditions have occurred, the form cannot be further modified and becomes a "read only" version.

All submitted forms can be viewed via **Forms Processing** and **Search (Project Status Report)**

5.5.3. Procedure –Cancellation Procedure Form S

1. Locate the project through **Project List** or **Form Processing**
2. Click on the **Water Job Type** to View Project Details
3. Click on **Form S – Request for Shutdown of Water Mains For Connections & Notification of Connection by TUP Form**
4. Select the appropriate testing Form ID link for cancellation
5. Click on the **Cancel Form S** button
An additional dialogue box appears to enter reason for cancellation information
6. Click on the **Cancel Form S** button
The following message ‘Form S has been successfully cancelled’ will appear

Note: The **Undo** **Cancel** button can be activated

This function is available up to the **Cancel Form S** has button being submitted.

Shutdown Date Requested		Date: 14/03/2012 09:00 AM	
Location of Connections			
Comments	Lot / House No.	Street Name	Main Size
test	test	tst	150
Valve Location Description Test			
Comments			
Swabbing - Two working days Notification is required			
Are authorised Water Company Personnel required on site to operate valves?	No		
Chlorination			
Are authorised Water Company Personnel required on site to operate valves?	No		
Form Status : Form Lodged			
Form Lodged On:	05/03/2012 02:49 PM		
<p>*Shutdown of water mains are normally carried out between 9:00am and 4:00pm. If it is expected that the shutdown will only be required for a shorter period, please state.</p>			
Nominated Representative	Darren Powell		
Cancellation Comments:	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		
<input type="button" value="Undo"/> <input type="button" value="Cancel"/> <input type="button" value="Cancel Form S"/>			

5.6. Form T – Notification of Intention To Carry out Test

5.6.1. Procedure – Deed Asset Testing Notification – Form T

1. Locate the project through **Project List** or **Form Processing**
2. Click on the **Water Job Type** to **View Project Details**
3. Click on **Form T Notification Of Intention To Carry Out Test**
4. Click on the relevant **Sewer** or **Water Job Type**
5. Click on **Add New Form**
6. Fill out the information:
 - Type relevant information into the applicable blank data fields
 - Click on the date menu to select the Date and Time

Note: A minimum of *two working days* notification is required from submission date.

 - Click on the **Tick Box** data fields to nominate the test activities
 - Typing in any additional information in the comments dialogue box
This does not include any change to the date and time selected on the form.

Form T	
Deed - Notification of Intention to Carry Out Test	
South East Water Ref.	11PD0651
Estate Name	
Address	
Municipality	Casey
Melway Ref.	134G07 *
Consultant	
Consultant Rep	
Contractor	Tel: <input type="text"/> Fax: <input type="text"/>
Date & Time of Test	<input type="text"/> * : <input type="text"/> *
WATER SUPPLY *	
<input type="checkbox"/> Pressure Testing	<input type="checkbox"/> Are Water Company Personal required on site to operate valves for Swabbing and Chlorination activities?
<input type="checkbox"/> Chlorination	
<input type="checkbox"/> Swabbing	Note: If this box is ticked , please complete the relevant details outlined in Verification Form S which will be launched when this Form is Submitted
<input type="checkbox"/> Water Quality Sampling	
Comments	
Nominated Representative	Darren Powell
Preview	

Form T can be used to request Water Company personnel to attend the site for the purpose of **Swabbing and/or Chlorination** activities during the testing phase of the project.

Request Water Company personnel:

1. Tick the check box **Are water Company Personnel required on site to operate the valves for Swabbing and Chlorination activities?**
 - Once this checkbox has been activated and **Form T** has been successfully submitted onto system
 - A modified **Notification of Shut Down Form** is automatically displayed on the screen for data input.

Refer to **Form S** procedure for data input process.

Note: Both forms must be completed and submitted to ensure that the request is processed by the Water Company

Municipality	Casey								
Melway Ref.	134J05 *								
Consultant	B								
Consultant Rep									
Contractor	Name: _____ Fax: _____								
Date & Time of Test	_____ _____ _____* ; _____ *								
<p style="text-align: center;">WATER SUPPLY *</p> <table> <tr> <td><input type="checkbox"/> Pressure Testing</td> <td><input checked="" type="checkbox"/> Are Water Company Personal required on site to operate valves for Swabbing and Chlorination activities?</td> </tr> <tr> <td><input type="checkbox"/> Chlorination</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Swabbing</td> <td>Note: If this box is <u>ticke</u>d, please complete the relevant details outlined in Verification Form S which will be launched when this Form is Submitted</td> </tr> <tr> <td><input type="checkbox"/> Water Quality Sampling</td> <td></td> </tr> </table>		<input type="checkbox"/> Pressure Testing	<input checked="" type="checkbox"/> Are Water Company Personal required on site to operate valves for Swabbing and Chlorination activities?	<input type="checkbox"/> Chlorination		<input checked="" type="checkbox"/> Swabbing	Note: If this box is <u>ticke</u> d, please complete the relevant details outlined in Verification Form S which will be launched when this Form is Submitted	<input type="checkbox"/> Water Quality Sampling	
<input type="checkbox"/> Pressure Testing	<input checked="" type="checkbox"/> Are Water Company Personal required on site to operate valves for Swabbing and Chlorination activities?								
<input type="checkbox"/> Chlorination									
<input checked="" type="checkbox"/> Swabbing	Note: If this box is <u>ticke</u> d, please complete the relevant details outlined in Verification Form S which will be launched when this Form is Submitted								
<input type="checkbox"/> Water Quality Sampling									
Comments	 								
<p>Nominated Representative Jenny Gava</p> <p style="text-align: center;">Preview</p>									
Date & Time of Test	16/04/2012 09:00 AM								
Comments									
<p style="text-align: center;">WATER SUPPLY</p> <p>Swabbing Water Company personal required on site</p> <p>Nominated Representative</p> <p><input type="checkbox"/> I accept the details filled in the Notification of Intention to Carry Out Test Form above. *</p>									
<input type="button" value="Back"/> <input type="button" value="Submit Form T"/>									

2. Click on the **Preview** button
3. Review the information entered onto the form
4. If corrections are required, click on the **Back** button
5. Re-enter data as required.
6. Click on the Consultant's Assurance **Tick box**
7. Click on the **Preview** button.
8. Click on the **Submit Form T** button at the bottom of the form

The message 'Form T has been successfully submitted' will appear

Important Notes:

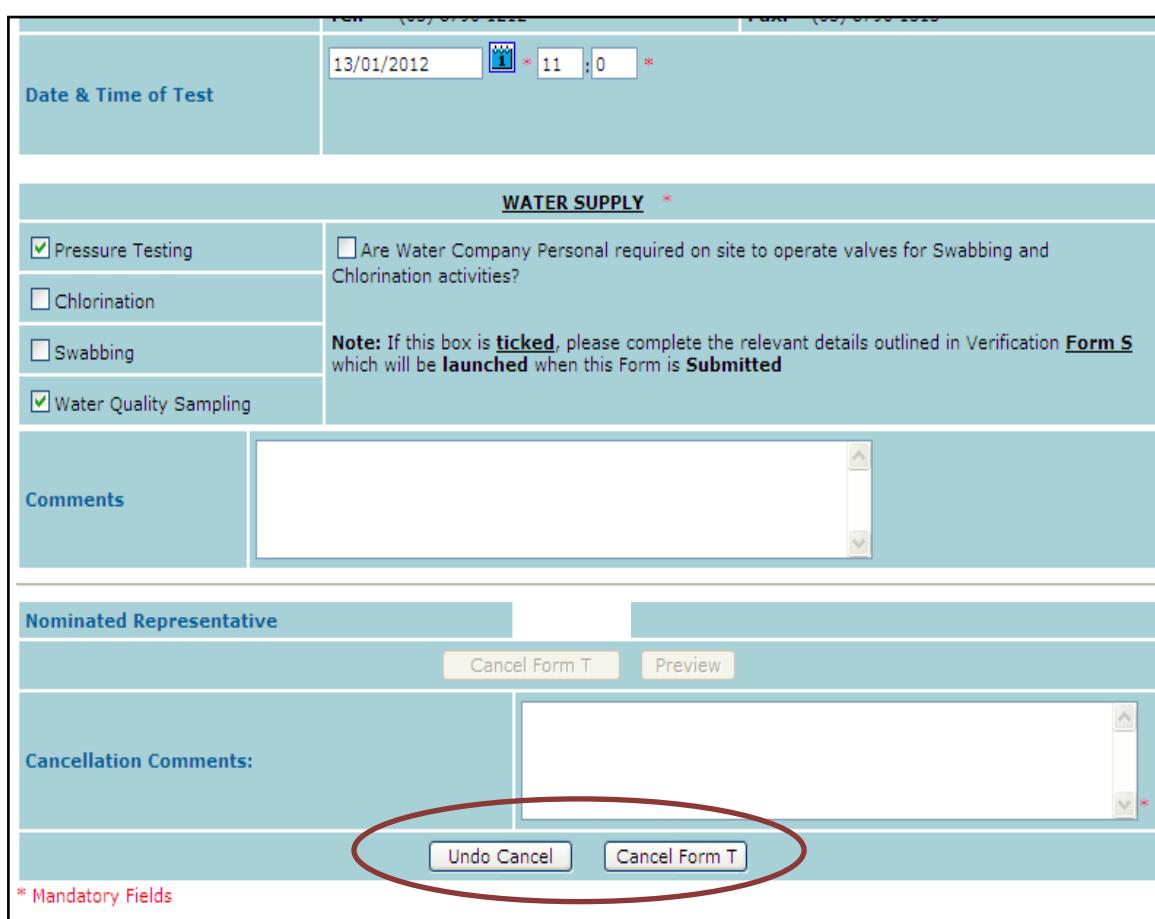
- **Form T** and modified **Form S** must be submitted together when a request for Water Company personnel to attend site for the purpose of swabbing and/or chlorination activities is made.
- Once the **Test date** shown in the data field has passed, the form cannot be further modified and becomes a "read only" version.
- Submitted forms can be viewed through **Forms Processing** and **Search (Project Status Report)**
- All Asset Notification forms previously submitted on the system can now be cancelled provided the proposed test date has not passed.
- Refer to the instructions in the cancellation procedure.

5.6.2. Procedure –Cancellation Form T

1. Locate the project through **Project List** or **Form Processing**
2. Click on the **Water Job Type** to **View Project Details**
3. Click on **Form T Notification Of Intention To Carry Out Test**
4. Click on **Cancel Form T**
An additional dialogue box appears for data entry purposes.
5. Type comments into dialogue box outlining the reasons for the testing cancellation.
6. Click on **Cancel Form T**
The message 'Form T has been successfully cancelled' will appear

Note: The **Undo Cancel** Button can be activated

This function is available up to the **Cancel Form T** has button being activated.



The screenshot shows a web-based form interface for canceling Form T. At the top, there is a date and time input field showing '13/01/2012' and a time section with '11:00'. Below this is a section titled 'WATER SUPPLY' with a note: 'Are Water Company Personal required on site to operate valves for Swabbing and Chlorination activities?'. To the left of this note is a list of checkboxes for 'Pressure Testing' (checked), 'Chlorination' (unchecked), 'Swabbing' (unchecked), and 'Water Quality Sampling' (checked). A note below the checkboxes states: 'Note: If this box is ticked, please complete the relevant details outlined in Verification Form S which will be launched when this Form is Submitted'. The 'Comments' section is a large text area with a red oval drawn around it, encompassing the 'Comments' label and the text area itself. At the bottom of the form are two buttons: 'Cancel Form T' and 'Preview'. Below these buttons is another red oval drawn around the 'Undo Cancel' and 'Cancel Form T' buttons. A note at the bottom left of the form area says: '* Mandatory Fields'.

5.7.Forms E & O – Construction / Pump Station Verification

5.7.1. Procedure – Deed Construction Vefification Form E & O

1. Locate the project through **Project List** or **Form Processing**
2. Click on the **Water Job Type** to **View Project Details**
3. Click on **Form E Construction Verification** link
4. Click on the relevant **Job Type** link
5. Fill out the information by selecting the appropriate buttons for **Yes**, **No** or **N/A**

Form E		
Deed - Construction Verification Form		
Estate Name		
Municipality		
Contractor		
Key Personnel - Construction Auditor		
Key Personnel - Construction Supervisor		
Developer		
Consultant		
Consultant Senior Management Representative		
Consultant Ref.	3655/18	
South East Water Ref.	File Number: 11PD0651 Case Number: 14609646	
Report on all work "out of tolerance" has been forwarded		
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A *		
Chlorination Completion Certificate has been forwarded (< 225mm Dia)		
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A *		
Complying Water Test Results has been forwarded		
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A *		
AC pipe removed and evidence of accredited removalist and EPA disposal site has been submitted		
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A *		
Water As-Constructed Field notes / Plans. Ensure Min 4.0m offset from the boundary has been achieved for property Connection		
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A *		
Forms K & L have been completed and signed off by the senior management representative and uploaded.		
1. Documentation to be submitted		
<ul style="list-style-type: none">i. Evidence that the application to amend the plan of subdivision for the creation of additional easements has been lodged with the council.ii. Relevant Acceptance of Digital Information on Disk Verification Form and hard copy as constructed information (if applicable),iii. Relevant Acceptance of Field Note Verification Form and hard copy As-Constructed information (if applicable).iv. Chlorination Completion Certificate, if chlorination of main was required (water related projects only).v. Form G - Verification Form Attachment Sheet, if any of the items on this form are not applicable.vi. Complying Water quality test results (water related projects only).vii. Soil compaction test results.		
2. Consultant's Assurance		
As the Consultant's Senior Management Representative responsible for the project management of the works detailed in South East Water's Deed, File No <u>11PD0651</u>		
I verify that:		
<ul style="list-style-type: none">i. The 'as constructed' works meet:<ul style="list-style-type: none">■ the scope and requirements of the Deed■ the design intent■ WSAA Standards		

6. Upload the construction drawings and data required:
 - Click on the **Upload file(s)** link
 - The **Deed Construction Verification Form** signed by the nominated Consultant and Contractor

2. Consultant's Assurance

As the Consultant's Senior Management Representative responsible for the project management of the works detailed in South East Water's Deed, File No 11PD0651

I verify that:

- i. The 'as constructed' works meet:
 - the scope and requirements of the Deed
 - the design intent
 - WSA Standards
- ii. The Audit Schedule has been satisfactorily undertaken by the Construction Auditor.
- iii. All Non Conformances have been satisfactorily resolved and corrective action implemented.
- iv. A Pre Acceptance of Works Audit has been undertaken.

Files Uploaded:

[Click Here to Upload File\(s\)](#)

Nominated Representative

I accept the details filled in Construction Verification Form Agreement. *

[Back](#)

[Submit Form E](#)

Important Privacy Notice

South East Water Corporation ABN 89 066 902 547 (SEW) is a State Owned Company which provides retail water, sewerage and trade waste services to Melbourne's South Eastern suburbs.

By completing this form you are providing personal information to SEW for the primary purpose of SEW providing you with a water and/or sewerage supply. Additionally, SEW may share your personal information with service providers and other external organisations in limited circumstances, such as to:

- government or regulatory authorities;

7. Click on the Consultant's Assurance **Tick box**
8. Click on the **Preview** button
9. Review the information entered onto the form
10. If corrections are required, click on the **Back** button
11. Re enter data as required.
12. Click on the **Submit Form E** button at the bottom of the form

The message 'Form E has been successfully submitted' will appear

Important Notes:

The **Form E** link will not be available on the database until:

- All verification and Notification forms have been fully completed and submitted
- All audits carried out by the Water Company have a “Completed” status record.
- All Issue Findings Reports have been fully actioned and resolved by the Consultant and Water Company.
- All **Form Q** Plug Insertions are removed
- All **Form Q Forms** are completed.
- Under the Development Deed Conditions, there is a requirement for the Contractor to verify that the Construction works of a nominated job type has been carried out in accordance with the relevant MRWA Construction Code. At this stage of proceedings the contractor does not have access to enter forms into the SWIFT application, so there is a requirement for a scanned Hard copy End of Defects Liability Form (*with signatures from the Contractor and your Company's senior management representatives*) to be uploaded with this electronic Form.

Deed **Form E Construction Verification** has been electronically submitted, it becomes a “read only version”.

Only verification **Form G** can be submitted via the database.

Information required to be uploaded must be forwarded to Water Company Swift administrator to upload and forward to appropriate personnel.

The submitted form can be viewed via the *Forms Processing and Search Project Status Report*

The **Form F Deed End of Defects Liability** link will not be available on the database until a minimum three calendar months has passed from the date shown on the Acceptance Certificate.

5.8. Form F & P –End of Defects/ Pump Station End of Defects Liability Period (DLP) Verification

5.8.1. Procedure – Deed End of Defects Liability Period Verification Form F & Form P

1. Locate the project through **Project List** or **Form Processing**
2. Click on the **Job Type to View Project Details**
3. Click on **Form F End Defects Liability Period Verification**
4. Click on the relevant **Job Type**
5. Click on the Consultant's Assurance **Tick Box**.
6. A scanned copy of the signed **Deed End of Defects Liability Form** is **Uploaded**
7. Click on the **Submit Form F** button

The message 'Form F has been successfully submitted' will appear

Important Notes:

- Once the Form has been submitted it becomes a "read only" version.
- The **Form F** link will not be available on the database until a minimum of three calendar months has passed from the date shown on the Acceptance Certificate.

Under the Development Deed Conditions, there is a requirement for the Contractor to verify that the Construction works of a nominated job type has been carried out in accordance with the relevant MRWA Construction Code.

At this stage of proceedings the contractor does not have access to enter forms into the SWIFT application, so there is a requirement for a scanned Hard copy End of Defects Liability Form (*with signatures from the Contractor and your Company's senior management representatives*) to be uploaded with this electronic Form.

The submitted form can be viewed via the **Forms Processing** and **Search (Project Status Report)**

5.9. Form G – Verification Form Attachment Sheet

5.9.1. Procedure – Deed Verification Attachment Form G

1. Locate the project through **Project List** or **Form Processing**
2. Click on the **Job Type** to **View Project Details**
3. Click on **Form G Deed Verification Attachment**
4. Click on the relevant **Job Type**
5. Click on **Add New Form**
6. Complete the relevant information into the **Comments Field** provided
7. Click on **Preview**

Form G		
Deed - Verification Form Attachment Sheet		
Estate Name		
Municipality		
Contractor Name		
Consultant Name		
South East Water Ref.	File Number: 10PD5222 Case Number: 9966085	
Comments *	<p>Designs need revision</p>	
Nominated Representative	Darren Powell	
Preview		

8. Review the information entered onto the form
9. If corrections are required, click on the **Back** button
10. Re enter data as required.
11. Click on the Consultant's Assurance **Tick box**
12. Click on the **Submit Form G** button

Form G		
Deed - Verification Form Attachment Sheet		
Estate Name		
Municipality		
Contractor Name		
Consultant Name		
South East Water Ref.	File Number: 10PD5222 Case Number: 9966085	
Comments		
Designs need revision		
Nominated Representative		
<input checked="" type="checkbox"/> I accept the details filled in Verification Form Attachment Sheet Agreement. *		
Back	Submit Form G	

This procedure is also used for the submission of **Form N**

Form N is applicable for Sewer Pumping Station, Water Pumping Station, Sewer Rising Main and Pressure Reducing Station **Job Types**.

Important Notes:

- The **Form G** link will become available on the database when **Form C Design Verification** or **Form M** has been electronically submitted.
- Multiple forms can be submitted as required.
- The form can be used to notify the Water Company of delays, however must not be used to alter the commencement date in accordance to the Deed conditions.
- A maximum of a thousand characters can be typed into the **Comments Field**.
- When **Form G** has been submitted it becomes a “read only” version

The submitted form can be viewed via the **Forms Processing and Search (Project Status Report)**

6. Audits

Each audit follows the **Audit Process**.

It commences when the Consultant submits the **Form** associated with the type of Audit

For example: **Form D - Preconstruction Verification Form** initiates a Preconstruction and Document Control Audit

When **Form** is submitted, SWIFT automatically sends an email to the Audit Supervisor to create the audit.

The Audit Supervisor then creates the audit in SWIFT.

The Auditor then physically conducts the audit, and completes the audit questionnaire in SWIFT.

If issues arise it is recorded into the SWIFT system and then evaluated by the Consultant

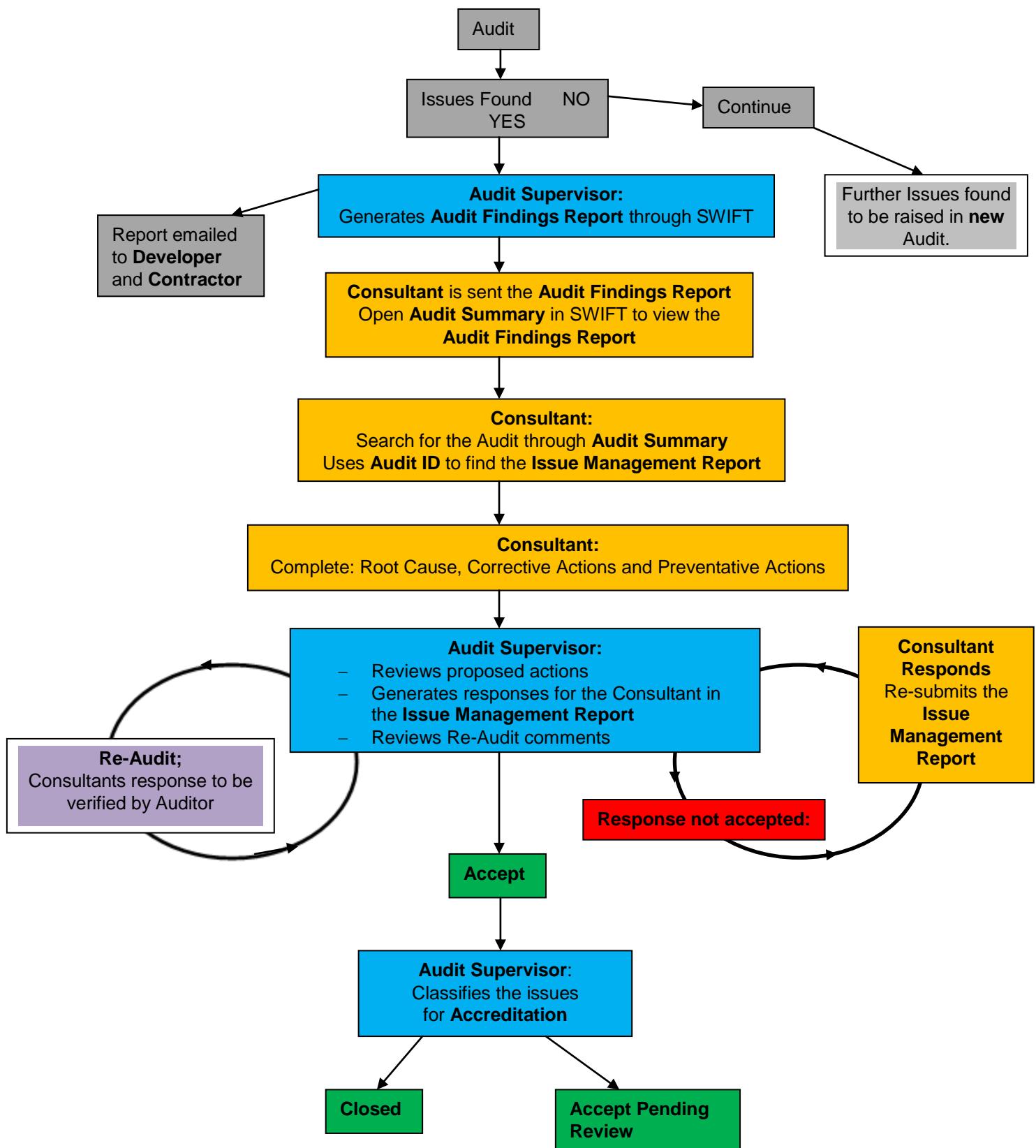
An **Audit Findings Report** is generated for actions to be taken by Consultant

Communications are processed through SWIFT until all actions are undertaken for the issue to be resolved and the Audit deemed closed.

Role	Function
Audit Supervisor	Generates the audit Reviews audit issues Assesses Consultant's response Classifies audit for compliance
Auditor	Conducts requested audit to ensure compliance against the: <ul style="list-style-type: none">– MRWA Standards and Specifications– Deed compliance– Duty of care to O H & S and environment
Consultant	As per Development Deed Standard Conditions – Schedule 1
Contractor	As per Development Deed Standard Conditions – Schedule 1

Issues 	Issues 
<u>Design & Pre Construction phase</u> Rectify before Construction – Significant issues must be rectified prior to construction. <u>Construction Phase</u> Rectify before AOW – Significant issues must be rectified prior to Submission of Form E	<u>Design & Pre Construction phase</u> Rectify before AOW – Minor items should be rectified prior to submission of Form E <u>Construction Phase</u> Rectify before DLP - Minor items should be rectified prior to submission of Form F

Audit Procedure



6.1 Access Audits

Access the audits

1. Search and locate the project through the **Project List** using the:
 - Drop down **Filter** and click **Search**
 - Drop down **Filter** and select **File Number** to enter the **SEW Ref No.** click **Search**
 - **Project Status** field and click **Search**
 - Clicking on the page buttons
 - Enter a page number and click on **Go**
2. Click on **Audit Summary**

SWIFT Project Progress

Filter: All **Project Status:** Open **Search**

Page: << 1 of 18 >> **Go to Page** **Go**

Project	D	PC	C	AW	DL	ED	W	I	Pre-Conditions
Tesoro									All Design issues should be closed. Fill Form D/N.
Water	■								• At least one Testing / Live Connection Form date has not passed. • Condition for Form Q/T is not satisfied. • Plug Removal works not completed
Sewer		■							• At least one Testing / Live Connection Form date has not passed. • Condition for Form Q/T is not satisfied.
Sewer Pumping Station		■							

Water	■	■	■	■	■	■	■	■	Issue of completion certificate is pending.
Sewer	■	■	■	■	■	■	■	■	Issue of completion certificate is pending.

Sewer	■	■	■	■	■	■	■	■	All issues should be closed. Lodge Form F.
-------	---	---	---	---	---	---	---	---	-----------------------------------------------

LEGEND

D - Design Verification
C - Construction Verification
DL - Defects liability period
W - Warranty period
● - Rectify before AOW

PC - Pre Construction Verification
AW - Acceptance of Works
ED - End of defects liability period
I - Issues
● - Rectify before DLP

3. View the Audits Summary

All audits relevant to the Consultant can be viewed

The system recognises the Consultant's username and password and refines the view only to those audits relevant to that Consultant

SWIFT		Audits Summary																					
Forms Processing		SEW Ref No		Audit ID		Audit View		My Response Actions															
Audits Summary		Job Type		ALL				Search															
Search (Project Status Report)																							
Project List																							
User Manual																							
Audit ID	Audit Name	Job Type	Audit Status	SEW Ref No	Last Updated	Total	Response Accepted	CONS	AOW	AOW	DLP	Pre-Construction (Rectify Before)	Post-Construction (Rectify Before)										
37245	Construction (Sewer)	Sewer	Issue Management	11PD1500	15/03/2013	6	0	0	0	4	2												
37236	Sewer Testing	Sewer	Issue Management	11PD9290	17/12/2012	2	0	0	0	1	1												
37234	Water Testing	Water	Issue Management	11PD1951	17/12/2012	5	0	0	0	2	3												
34075	Updated DLP Water Audit	Re-use Water	Issue Management	09PD8188	7/12/2012	1	0	0	0	1	0												
34074	Updated DLP Water Audit	Water	Issue Management	09PD8188	7/12/2012	1	0	0	0	1	0												

1

Note: The **Total** shows the total number of **Issues**

The numbers in each subsequent column add up to the **Total**
(Not the **Total** plus the numbers in the subsequent columns)

Field/Button	Description
Search Functions: Enter information to narrow the search	
South East Water Ref	Project number
Audit ID	Identify one specific audit
Audit View	Select and click on Search to refine the list: <ul style="list-style-type: none"> – My Review Actions – My Classifications – Pending Audits – All Open Audits – All Closed Audits
Column Headings: Click on the headings to change the order of the list	
Audit ID	Each Audit has an identifying number
Audit Name	Stage or Job Type within the project
Job Type	Select to refine the search
SEW Ref No.	Project number
Last Updated	Records each time there is input into the audit
Total	Total number of audits relevant to the Audit Supervisor
Response Accepted	Shows the number of responses accepted
Pre-Construction Rectify Before	CONS: Construction AOW: Acceptance of Works
Post Construction Rectify Before	AOW: Acceptance of Works DLP: Defect Liability Period
	Icon: Short cut to Audit Findings Report

4. Search for Audits

- Search by **SEW Ref No.** or by **Audit ID**
- Enter codes and click on **Search**

Audits Summary											
SEW Ref No		Audit ID		Audit View		All Open Audits					
Job Type		ALL				Search					
Audit ID	Audit Name	Job Type	Audit Status	SEW Ref No	Last Updated	Total	Response Accepted	CONS	AOW	AOW	DLP
37245	Construction (Sewer)	Sewer	Issue Management	11PD1500	15/03/2013	6	0	0	0	4	2
37236	Sewer Testing	Sewer	Issue Management	11PD9290	17/12/2012	2	0	0	0	1	1
37234	Water Testing	Water	Issue Management	11PD1951	17/12/2012	5	0	0	0	2	3
34075	Updated DLP Water Audit	Re-use Water	Issue Management	09PD8188	7/12/2012	1	0	0	0	1	0
	Undated DLP Water	Water	Issue	09PD8188	7/12/2012	1	0	0	0	1	0

Audit View

Audits Summary											
SEW Ref No		Audit ID		Audit View		All Open Audits					
Job Type		ALL		Search							
Audit ID	Audit Name	Job Type	Audit Status	SEW Ref No	Last Updated	Total	Response Accepted	CONS	AOW	AOW	DLP
37245	Construction (Sewer)	Sewer	Issue Management	11PD1500	15/03/2013	6	0	0	0	4	2
37236	Sewer Testing	Sewer	Issue Management	11PD9290	17/12/2012	2	0	0	0	1	1
37234	Water Testing	Water	Issue Management	11PD1951	17/12/2012	5	0	0	0	2	3
34075	Updated DLP Water Audit	Re-use Water	Issue Management	09PD8188	7/12/2012	1	0	0	0	1	0
	Undated DLP Water	Water	Issue	09PD8188	7/12/2012	1	0	0	0	1	0

▪ **My Response Actions**

- Audits with new issues that require written responses

▪ **My Retifications**

- Audits that require actions to be completed by the Consultant

▪ **In Review**

- Responses from the Consultant have been recorded and submitted
- Responses require a review by the Supervisor
- No actions required by the Consultant

▪ **All Open Audits**

- Lists all audits still active. Check all issues have responses

▪ **All Closed Audits**

- Lists all audits that have been resolved and considered closed

6.2 Issue Management

6.2.1 Audit Findings Report

The **Audit Findings Report** is the record of the issues found from the audit of the project

There may be one or more issues found in any one Audit

An email is sent to the Consultant to review the report

The report is also emailed to the Developer and the Contractor

Consultants can view the **Audit Findings Report** through SWIFT

1. Click on the **Icon** next to the **Audit ID** number

Audits Summary											
SEW Ref No		Audit ID		Audit View	My Response Actions						
Job Type		ALL						Search			
Audit ID	Audit Name	Job Type	Audit Status	SEW Ref No	Last Updated	Total	Response Accepted	CONS	AOW	AOW	DLP
37245	Construction (Sewer)	Sewer	Issue Management	11PD1500	15/03/2013	6	0	0	0	4	2
37236	Sewer Testing	Sewer	Issue Management	11PD9290	17/12/2012	2	0	0	0	1	1
37234	Water Testing	Water	Issue Management	11PD1951	17/12/2012	5	0	0	0	2	3
34075	Updated DLP Water Audit	Re-use Water	Issue Management	09PD8188	7/12/2012	1	0	0	0	1	0
34074	Updated DLP Water Audit	Water	Issue Management	09PD8188	7/12/2012	1	0	0	0	1	0
37224	Works on Live Sewer	Sewer	Pending Classification	06PD3688	21/03/2013	2	2	0	0	0	0
	Commissioning of	Sewer	Stage Report	11PD1500	20/02/2013	3	0	0	0	2	1

2. View the list of audits
3. Click on the date in **Findings Report** column to view the **Audit Findings Report**

SWIFT	Project Audit Reports			
	Forms Processing		Audit Report	
	View Audit Report		Project Stage Report	
	Resolve Non-Conformance			
	Search (Project Status Report)			
	Project List			
	Open Audits Summary			

Home | Terms of Use | Privacy | Complaints | Site Map

Example: Audit Findings Report

View Audit Findings Report

South East Water

Audit Findings Report

Attention of Fax Project Segment	Audit Type Contractor	Construction (Sewer)
	Your Ref File No	Test Contractor 3655/21 11PD1500
Report No 37245	Audit Date 09/01/2013	Auditor Name
Construction 4 Issues requiring rectification before AOW Audit, 2 Issues requiring rectification before DLP Audit		

Please review the report and respond to all issues raised ensuring that the Root Cause is identified and Corrective Actions and Preventative Actions undertaken are outlined for each issue raised. The information submitted must provide the evidence to allow South East Water to review the issue/s and classify them accordingly.

Rectify Before AOW

Question	Issue ID	Reference	Comments
Management – Does it comply with requirements?	1	Refer to South East Water's standard construction conditions for agreement works.	Test major issue Quest 1
OH&S – Does it comply with requirements?	2	Refer to South East Water's standard construction conditions for agreement works.	Major issue Quest 2
Maintenance Structures (M/H) – Does it comply with requirements?	5	Refer to South East Water's standard construction conditions for agreement works.	Major issue Quest 8
Environment – Does it comply with requirements?	6	Refer to South East Water's standard construction conditions for agreement works.	

Rectify Before DLP

Question	Issue ID	Reference	Comments
Material & Products – Does it comply with requirements?	3	Refer to South East Water's standard construction conditions for agreement works.	Minor issue Quest 3
Storage – Does it comply with requirements?	4	Refer to South East Water's standard construction conditions for agreement works.	Observation Quest 4

General Audit Comments
None

Instructions for addressing the issues in this Findings Report:

For all Issues you must identify and demonstrate the following:

1. Root Cause: The underlying cause(s) to which the issue could be attributed & which, if corrected would prevent recurrence.
2. Corrective Action: The action proposed to mitigate or correct the noted issue.
3. Preventative Action: The organisation shall determine action to eliminate the causes of potential nonconformities in order to prevent their occurrence. Preventative actions shall be appropriate to the effects of the potential problems and should include review of management systems where appropriate.

Report Section	Description
Project Description	Details of the project
Report Number	Same as Audit ID number
Audit Date	Date of Audit \ Validation
Summary of the Issues: Grouped into Rectify Category	
Question	Query posed by the Audit Supervisor
Issue ID	Number of the Issue within the one Audit
Reference	Resources to consult to assist to rectify issue
Comments	Conditions to be met to facilitate resolution
General Audit Comments	More information to assist in resolution
Instructions	Refers to Issue Management requirements

6.2.2 Issue Management Report

This report facilitates the processes of:

- Flagging issues from an audit
- Submissions from the Consultant
- Responses from the Audit Supervisor

1. Click on the **Audit Summary** in the **Main Menu**
2. Click on the **Audit ID** number to open the **Issue Management Report**

Audit ID	Audit Name	Job Type	Audit Status	SEW Ref No	Last Updated	Total	Response Accepted	Pre-Construction (Rectify Before)		Post-Construction (Rectify Before)	
								CONS	AOW	AOW	DLP
37245	Construction (Sewer)	Sewer	Issue Management	11PD1500	15/03/2013	6	0	0	0	4	2
37236	Sewer Testing	Sewer	Issue Management	11PD9290	17/12/2012	2	0	0	0	1	1
37234	Water Testing	Water	Issue Management	11PD1951	17/12/2012	5	0	0	0	2	3
34075	Updated DLP Water Audit	Re-use Water	Issue Management	09PD8188	7/12/2012	1	0	0	0	1	0

3. View **Issue Management Report**
 - Blue indicates the issue requires a response
 - Grey indicates read only as the issue has had a response but is still open
4. Expand the report to view the responses
 - Click on **+/-** to expand or minimise the whole report
 - Or click the **Issue ID** button for each issue to be completed individually
 - Each of the issues indicated in blue must be addressed before submission

Issue Management

█ - Action Required █ - No Action Required (Currently 1 File(s)). [View/Upload Files](#) [Back](#)

Audit ID	37245	Audit Type	Construction (Sewer)	Audit Status	Issue Management
Audit Date	09/01/2013	SEW Ref No	11PD1500	Job Type	Sewer
Auditor					
+/-					
+/- Issue ID	4	Issue Status	New	Rectify before	DLP
+/- Issue ID	1	Issue Status	New	Rectify before	AOW
+/- Issue ID	6	Issue Status	New	Rectify before	AOW
+/- Issue ID	5	Issue Status	New	Rectify before	AOW
+/- Issue ID	2	Issue Status	Issue Responded	Rectify before	AOW
+/- Issue ID	3	Issue Status	Issue Responded	Rectify before	DLP

[Submit](#) [Print Preview](#)

Example: Issue Management Report

Features:

- Project and audit information
- **Issues Status** shows:
 - New issues that require action
 - Issues that have had a response
- Shows the issues needing to be rectified before **AOW** or **DLP**
- **View/Upload Files** button
- **Print Preview** to check responses before submission
- **Submit** button

Issue Management

- Action Required - No Action Required (Currently 1 File(s)) View/Upload Files Back

Audit ID	37245	Audit Type	Construction (Sewer)	Audit Status	Issue Management	
Audit Date	09/01/2013	SEW Ref No	11PD1500	Job Type	Sewer	
Auditor						
+/-	Issue ID	4	Issue Status	New	Rectify before	DLP
+/-	Issue ID	1	Issue Status	New	Rectify before	AOW
+/-	Issue ID	6	Issue Status	New	Rectify before	AOW
+/-	Issue ID	5	Issue Status	New	Rectify before	AOW
+/-	Issue ID	2	Issue Status	Issue Responded	Rectify before	AOW
+/-	Issue ID	3	Issue Status	Issue Responded	Rectify before	DLP

Submit Print Preview

6.2.3 Complete Issue Management Report

Audit ID	37245	Audit Type	Construction (Sewer)	Audit Status	Issue Management
Audit Date	09/01/2013	SEW Ref No	11PD1500	Job Type	Sewer
Auditor	[Redacted]				
+/-					
Issue ID	4	Issue Status	New	Rectify before	DLP
Issue ID	1	Issue Status	New	Rectify before	AOW
Issue ID	6	Issue Status	New	Rectify before	AOW
Question		Comment			
Environment - Does it comply with requirements?		<div style="border: 1px solid black; height: 50px; width: 400px; margin-top: 10px;"></div>			
Root Cause					
<div style="border: 1px solid black; height: 50px; width: 400px; margin-top: 10px;"></div>					
Corrective Action					
<div style="border: 1px solid black; height: 50px; width: 400px; margin-top: 10px;"></div>					
Preventative Action					
<div style="border: 1px solid black; height: 50px; width: 400px; margin-top: 10px;"></div>					
+/-					
Issue ID	5	Issue Status	New	Rectify before	AOW
Issue ID	2	Issue Status	Issue Responded	Rectify before	AOW

1. View the questions and comments posted by the Audit Supervisor
2. Determine the **Root Cause**
 - Analyse of the fundamental cause of the issue
 - Consult available resources:
 - Contractor
 - SEW personnel
 - OHS Representatives
 - Subject matter experts (eg environmental)
 - Enter the details into the report
3. Determine **Corrective Action**
 - Submit any revised documentation by uploading to the report
 - Complete corrective actions and record in the report
 - Record planned corrective actions with a due date in the report
4. Determine **Preventative Action**
 - Analyse and plan long term preventative actions
 - Record in the report
 - Upload supporting documents
5. Upload files if required
6. Click on **Print Preview**
 - Check all required fields have been completed
7. Click on **Submit** to send to the Audit Supervisor

Note: Click on Submit **before** selecting to Print to prevent the loss of data
8. Check **Audit Summary** daily for Audit Supervisor's responses

All the required fields must be completed

Example:

- **Root Cause, Corrective Action or Preventative Action** are not filled in
- **Submit** button is activated
- An alert appears at the top of the **Issue Management Report**

Issue Management

Issue No.4 is incomplete. Please enter root cause, corrective and preventative!

	<input checked="" type="checkbox"/> - Action Required	<input type="checkbox"/> - No Action Required	(Currently 1 File(s)).	View/Upload Files	Back
Audit ID	37245	Audit Type	Construction (Sewer)	Audit Status	Issue Management
Audit Date	09/01/2013	SEW Ref No	11PD1500	Job Type	Sewer
Auditor					
+/-					
+/-	Issue ID	4	Issue Status	New	Rectify before
+/-	Issue ID	1	Issue Status	New	Rectify before
+/-	Issue ID	6	Issue Status	New	Rectify before
+/-	Issue ID	5	Issue Status	New	Rectify before
+/-	Issue ID	2	Issue Status	Issue Responded	Rectify before
+/-	Issue ID	3	Issue Status	Issue Responded	Rectify before

[Submit](#) [Print Preview](#)

When all issues have been responded to the report shows the issues in grey to indicate no further action required at this point

Issue Management

Issue No.5 has been submitted.

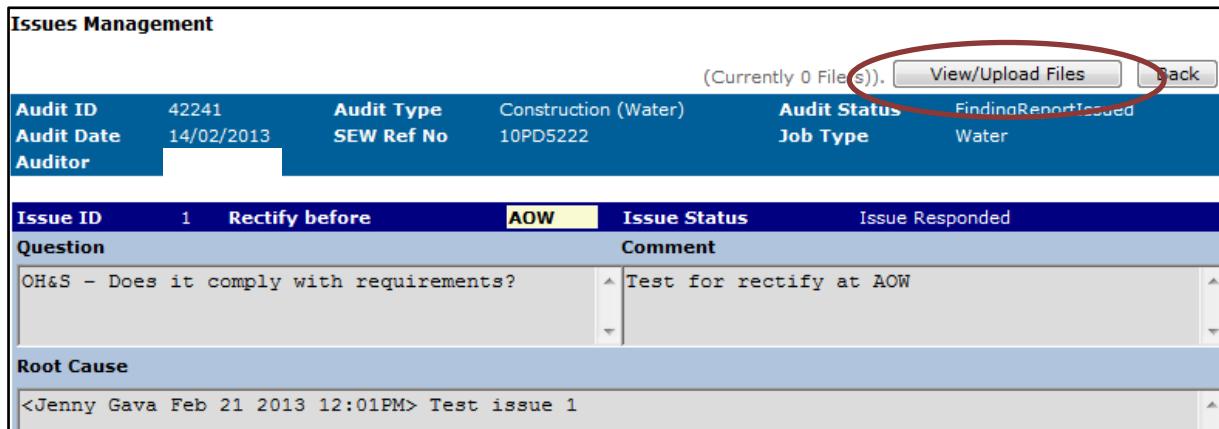
	<input checked="" type="checkbox"/> - Action Required	<input type="checkbox"/> - No Action Required	(Currently 1 File(s)).	View/Upload Files	Back
Audit ID	37245	Audit Type	Construction (Sewer)	Audit Status	Issue Management
Audit Date	09/01/2013	SEW Ref No	11PD1500	Job Type	Sewer
Auditor					
+/-					
+/-	Issue ID	4	Issue Status	Issue Responded	Rectify before
+/-	Issue ID	1	Issue Status	Issue Responded	Rectify before
+/-	Issue ID	6	Issue Status	Issue Responded	Rectify before
+/-	Issue ID	5	Issue Status	Issue Responded	Rectify before
+/-	Issue ID	2	Issue Status	Issue Responded	Rectify before
+/-	Issue ID	3	Issue Status	Issue Responded	Rectify before

[Print Preview](#)

Upload Files

Add attachments to the **Issue Management Report**: Documents, photographs or files from your directory

1. Click on **View/Upload Files** button at the top of the screen



Issues Management

(Currently 0 File(s)). **View/Upload Files** Back

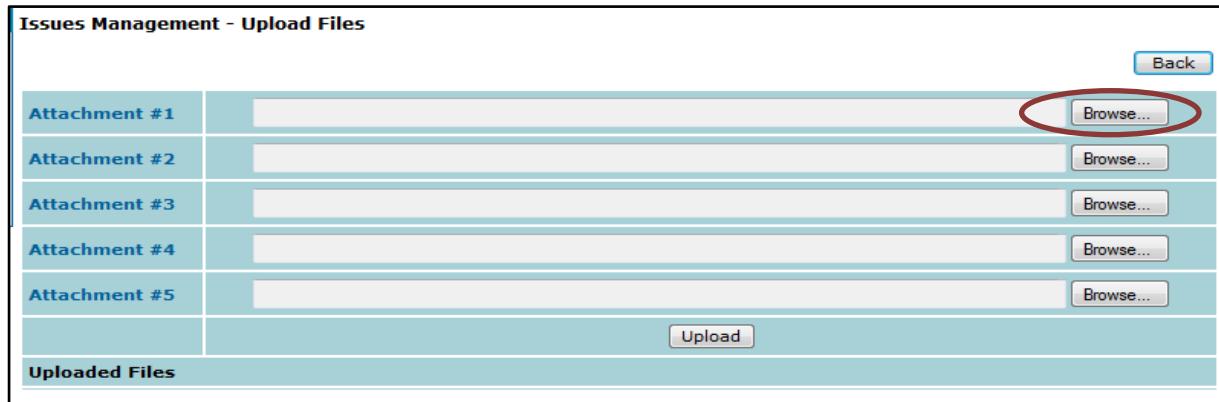
Audit ID	42241	Audit Type	Construction (Water)	Audit Status	FindingReportIssued
Audit Date	14/02/2013	SEW Ref No	10PD5222	Job Type	Water
Auditor					

Issue ID	1	Rectify before	AOW	Issue Status	Issue Responded
Question				Comment	
OH&S - Does it comply with requirements?				Test for rectify at AOW	

Root Cause

<Jenny Gava Feb 21 2013 12:01PM> Test issue 1

2. Click on the **Browse** button to open your directory



Issues Management - Upload Files

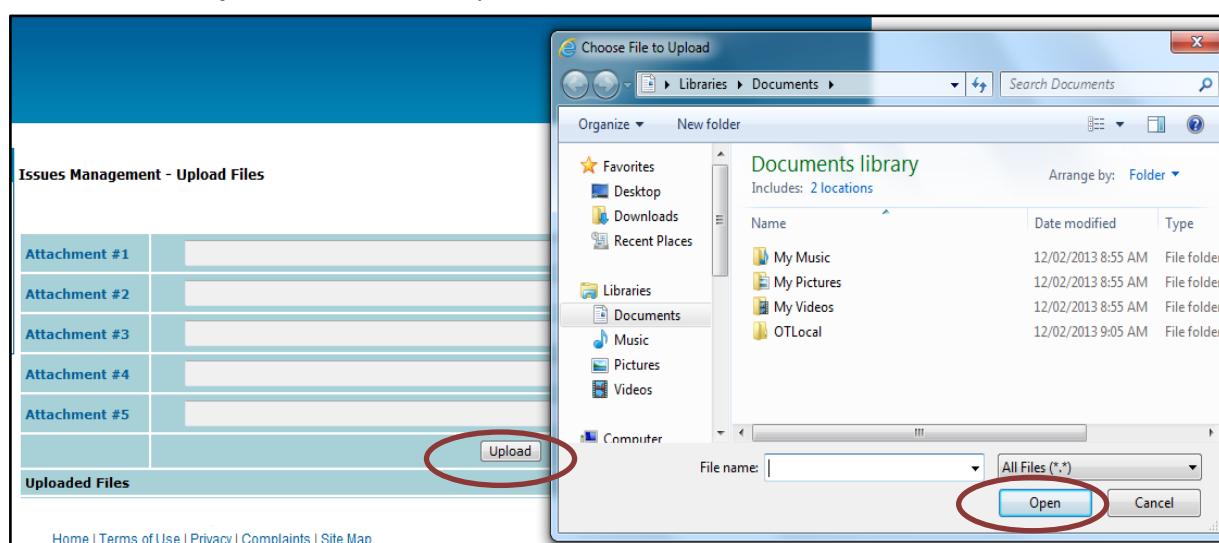
Back

Attachment #1		Browse...
Attachment #2		Browse...
Attachment #3		Browse...
Attachment #4		Browse...
Attachment #5		Browse...

Uploaded Files

Upload

3. Browse the directory to locate the files to be uploaded
4. Highlight or double click on the file
5. Click on **Open** to attach the file
6. Click on **Upload** to add to the report



Issues Management - Upload Files

Attachment #1

Attachment #2

Attachment #3

Attachment #4

Attachment #5

Upload

Choose File to Upload

Libraries > Documents >

Organize New folder

Documents library

Includes: 2 locations

Name Date modified Type

My Music	12/02/2013 8:55 AM	File folder
My Pictures	12/02/2013 8:55 AM	File folder
My Videos	12/02/2013 8:55 AM	File folder
OTLocal	12/02/2013 9:05 AM	File folder

File name: **Open** Cancel

6.2.4 Supervisor's Responses

View the Audit Supervisor's Responses

1. Click on **Audit Summary**
2. Click on **Audit ID** number
3. View the **Issue Status** in the **Issue Management Report**
4. View the comments from the **Audit Supervisor**

Examples of Supervisors' Responses:

Accepted

Issue Management

- Action Required - No Action Required (Currently 0 File(s)). [View/Upload Files](#) [Back](#)

Audit ID	37224	Audit Type	Works on Live Sewer	Audit Status	Pending Classification
Audit Date	29/11/2012	SEW Ref No	06PD3688	Job Type	Sewer
Auditor					

[+/-](#)

+/- Issue ID	1	Issue Status	Accepted
-------------------------------------	---	---------------------	----------

Question	Comment
Verify appropriate safety equipment on site?	This is Major

Root Cause

Mar 20 2013 10:02AM> <script>alert("hello");</script>
Mar 15 2013 3:58PM> kjhg

Corrective Action

Mar 20 2013 10:02AM> lkj
Mar 15 2013 3:58PM> kjhg

Preventative Action

Mar 20 2013 10:02AM> lkj
Mar 15 2013 3:58PM> kjhg

Supervisor's Response to Consultant

Mar 21 2013 3:56PM> lkjh
Mar 20 2013 9:42AM> <script language="JavaScript">alert("hello");</script>

[+/-](#) **Issue ID**

2	Issue Status	Accepted
---	---------------------	----------

[Print Preview](#)

Accepted Pending Review

Issue Management

- Action Required - No Action Required (Currently 0 File(s)). [View/Upload Files](#) [Back](#)

Audit ID 37276	Audit Type Commissioning of Civil Works (Water and Sewer)	Audit Status	Stage Report Generated															
Audit Date 20/02/2013	SEW Ref No 11PD1500	Job Type	Sewer															
Auditor <input type="text"/>																		
<input type="button" value="+/-"/> <table border="1"> <tr> <td>+/- Issue ID 3</td> <td>Issue Status Accepted Pending Review</td> <td>Rectify before</td> <td>AOW</td> <td>NC - Consultant</td> </tr> <tr> <td>+/- Issue ID 2</td> <td>Issue Status Accepted Pending Review</td> <td>Rectify before</td> <td>AOW</td> <td>NC - Contractor</td> </tr> <tr> <td>+/- Issue ID 1</td> <td>Issue Status Accepted Pending Review</td> <td>Rectify before</td> <td>DLP</td> <td>Third Party</td> </tr> </table>				+/- Issue ID 3	Issue Status Accepted Pending Review	Rectify before	AOW	NC - Consultant	+/- Issue ID 2	Issue Status Accepted Pending Review	Rectify before	AOW	NC - Contractor	+/- Issue ID 1	Issue Status Accepted Pending Review	Rectify before	DLP	Third Party
+/- Issue ID 3	Issue Status Accepted Pending Review	Rectify before	AOW	NC - Consultant														
+/- Issue ID 2	Issue Status Accepted Pending Review	Rectify before	AOW	NC - Contractor														
+/- Issue ID 1	Issue Status Accepted Pending Review	Rectify before	DLP	Third Party														

The issues have been accepted with a hold at AOW or DLP as shown

Expand each Issue for the Supervisor's comments

Issue Management

- Action Required - No Action Required (Currently 0 File(s)). [View/Upload Files](#) [Back](#)

Audit ID 37276	Audit Type Commissioning of Civil Works (Water and Sewer)	Audit Status	Stage Report Generated																														
Audit Date 20/02/2013	SEW Ref No 11PD1500	Job Type	Sewer																														
Auditor <input type="text"/>																																	
<input type="button" value="+/-"/> <table border="1"> <tr> <td>+/- Issue ID 3</td> <td>Issue Status Accepted Pending Review</td> <td>Rectify before</td> <td>AOW</td> <td>NC - Consultant</td> </tr> <tr> <td colspan="5"> <p>Question</p> <p>Verify that that multi part covers have lifting lugs on the beams for removal?</p> <p>Comment</p> <p>Major issue</p> </td> </tr> <tr> <td colspan="5"> <p>Root Cause</p> <p>Feb 20 2013 3:53PM> asdf</p> </td> </tr> <tr> <td colspan="5"> <p>Corrective Action</p> <p>Feb 20 2013 3:53PM> asdf</p> </td> </tr> <tr> <td colspan="5"> <p>Preventative Action</p> <p>Feb 20 2013 3:53PM> asdf</p> </td> </tr> <tr> <td colspan="5"> <p>Supervisor's Response to Consultant</p> <p>Feb 20 2013 4:04PM> dg</p> <p>Feb 20 2013 4:03PM> asf</p> </td> </tr> </table>				+/- Issue ID 3	Issue Status Accepted Pending Review	Rectify before	AOW	NC - Consultant	<p>Question</p> <p>Verify that that multi part covers have lifting lugs on the beams for removal?</p> <p>Comment</p> <p>Major issue</p>					<p>Root Cause</p> <p>Feb 20 2013 3:53PM> asdf</p>					<p>Corrective Action</p> <p>Feb 20 2013 3:53PM> asdf</p>					<p>Preventative Action</p> <p>Feb 20 2013 3:53PM> asdf</p>					<p>Supervisor's Response to Consultant</p> <p>Feb 20 2013 4:04PM> dg</p> <p>Feb 20 2013 4:03PM> asf</p>				
+/- Issue ID 3	Issue Status Accepted Pending Review	Rectify before	AOW	NC - Consultant																													
<p>Question</p> <p>Verify that that multi part covers have lifting lugs on the beams for removal?</p> <p>Comment</p> <p>Major issue</p>																																	
<p>Root Cause</p> <p>Feb 20 2013 3:53PM> asdf</p>																																	
<p>Corrective Action</p> <p>Feb 20 2013 3:53PM> asdf</p>																																	
<p>Preventative Action</p> <p>Feb 20 2013 3:53PM> asdf</p>																																	
<p>Supervisor's Response to Consultant</p> <p>Feb 20 2013 4:04PM> dg</p> <p>Feb 20 2013 4:03PM> asf</p>																																	

Reject

If 'Reject' is recorded on the **Audit Supervisor's Response** another set of fields are opened for the Consultant to enter further information and submit again

Issue Management

- Action Required - No Action Required (Currently 0 File(s)), [View/Upload Files](#) [Back](#)

Audit ID	37355	Audit Type	AoW Water Construction	Audit Status	Issue Management
Audit Date	04/04/2013	SEW Ref No	10PD6109	Job Type	Water
Auditor					

[+/-](#)

+/-	Issue ID	2	Issue Status	Rejected	Rectify before	AOW
Question	Comment					
Have all OHS requirements been complied with?	Safety reports to be completed					

Root Cause

Apr 4 2013 11:55AM> Safety reports had not been updated

Corrective Action

Apr 4 2013 11:55AM> CA Safety reports available in field

Preventative Action

Apr 4 2013 11:55AM> Ensure current versions are available on site

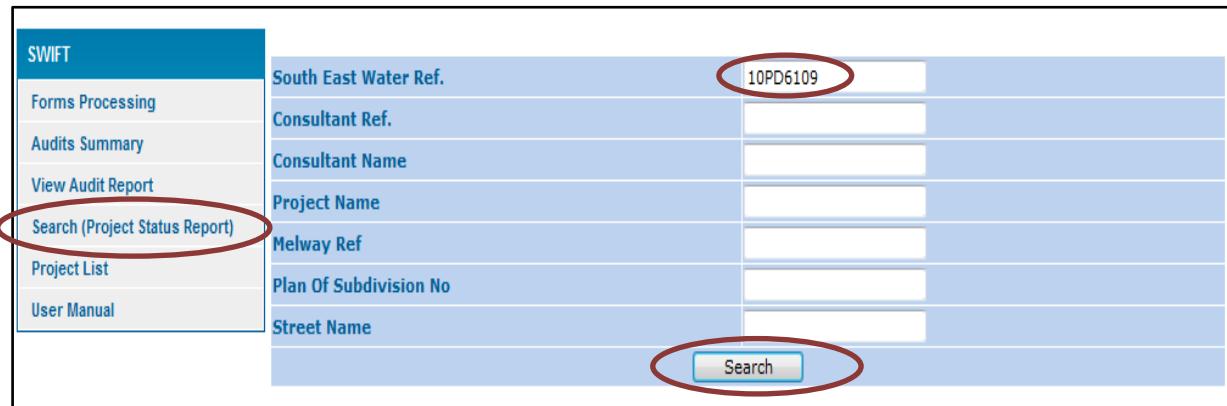
Supervisor's Response to Consultant

6.3 Accessing Progress Reports

6.3.1 Project Status Report

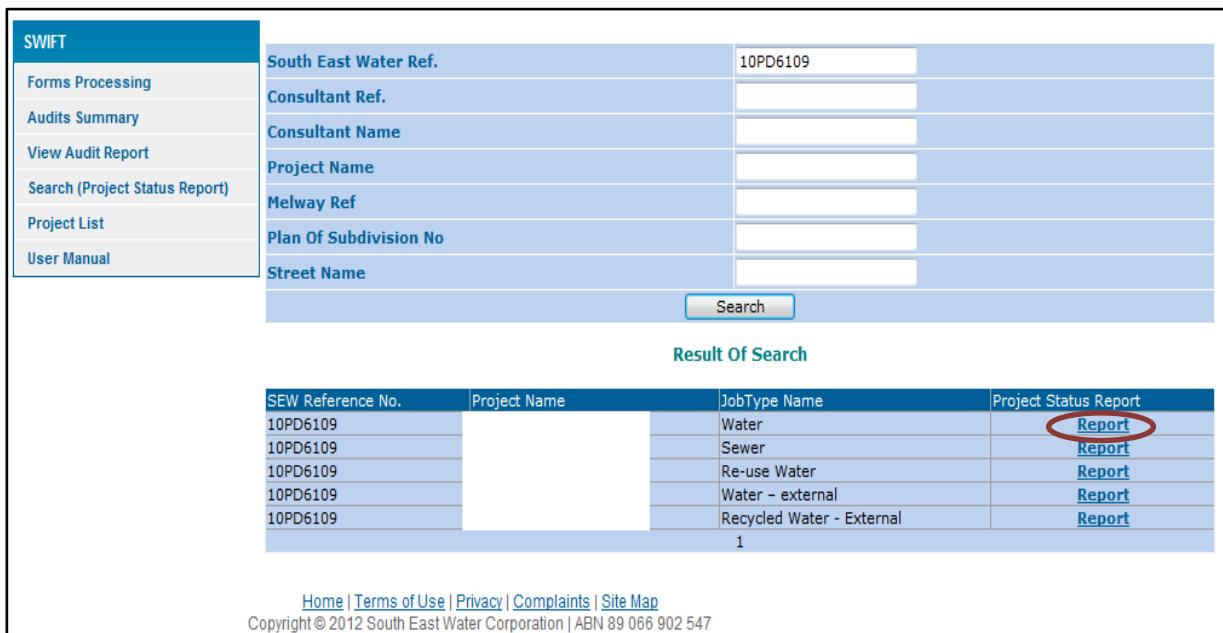
Access the Project Status Report

1. Click on **Search (Project Status Report)** in the **Main Menu**
2. Enter the **South East Water Ref.** number
3. Click on **Search**



SWIFT	South East Water Ref.	10PD6109
Forms Processing	Consultant Ref.	
Audits Summary	Consultant Name	
View Audit Report	Project Name	
Search (Project Status Report)	Melway Ref	
Project List	Plan Of Subdivision No	
User Manual	Street Name	
		<input type="button" value="Search"/>

4. Select the **Job Type** report required
5. Click on **Report** in the **Project Status Report** column



Result Of Search			
SEW Reference No.	Project Name	JobType Name	Project Status Report
10PD6109		Water	Report
10PD6109		Sewer	Report
10PD6109		Re-use Water	Report
10PD6109		Water - external	Report
10PD6109		Recycled Water - External	Report

1

[Home](#) | [Terms of Use](#) | [Privacy](#) | [Complaints](#) | [Site Map](#)
Copyright © 2012 South East Water Corporation | ABN 89 066 902 547

6. View the **Audit Information** section to check for any outstanding issues
7. Click on the **Audit ID** in the **Audit Comments** column to open the **Issue Management Report**

Project Status Report																																																						
Hold Project																																																						
SEW Reference: Project Name: Suburb: Job Type: Consultant: Contractor:	Plan of Subdivision No: Municipality: Postcode: Melway Ref: Telephone: Fax: (03) 9524 8899	Telephone: Fax: (03) 8788 4175																																																				
STAGE: STATUS: <u>Job Creation Date:</u> 08/10/2010, 09:10:05 am <u>Acceptance Date:</u> 07/10/2010, 12:00:00 am <u>Design Verification:</u> 12/04/2013, 10:58:09 am <u>Pre-construction:</u> 12/04/2013, 11:01:28 am <u>Construction:</u> 19/04/2013, 12:00:00 am <u>Test Request:</u> No of Requests: 1 Latest Date: 12/04/2013, 11:19:18 am <u>Live Connection Request:</u> No of Requests: 1 Latest Date: 12/04/2013, 02:04:29 pm <u>Construction Verified:</u> 15/04/2013, 11:11:12 am <u>Works Accepted (AoW):</u> 25/08/2011, 11:25:48 am <u>End of Defects:</u> 16/04/2013, 11:27:43 am <u>Completion (CoC):</u>																																																						
View Drawings and Data File li		View Form G Comments																																																				
AUDIT INFORMATION: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Audit Name:</th> <th style="width: 20%;">Actual Start Date:</th> <th style="width: 20%;">Actual End Date:</th> <th style="width: 20%;">Status:</th> <th style="width: 20%;">Audit Comments:</th> </tr> </thead> <tbody> <tr> <td>Updated Document Control</td> <td>12/04/2013</td> <td>15/04/2013</td> <td>Audit Closed</td> <td>44927</td> </tr> <tr> <td>Pre-Construction Referral</td> <td>15/04/2013</td> <td>15/04/2013</td> <td>Audit Closed</td> <td></td> </tr> <tr> <td>Sewer Testing</td> <td>12/04/2013</td> <td>16/04/2013</td> <td>Audit Closed</td> <td>44929</td> </tr> <tr> <td>Pre-Construction Referral</td> <td></td> <td></td> <td>Audit Cancelled</td> <td></td> </tr> <tr> <td>Water Design</td> <td>12/04/2013</td> <td>12/04/2013</td> <td>Audit Closed</td> <td>44932</td> </tr> <tr> <td>AoW Sewer Construction</td> <td>15/04/2013</td> <td></td> <td>Stage Report Generated</td> <td>44935</td> </tr> <tr> <td>AoW Sewer Construction</td> <td>15/04/2013</td> <td></td> <td>Stage Report Generated</td> <td>44936</td> </tr> <tr> <td>AoW Sewer Construction</td> <td>15/04/2013</td> <td></td> <td>Stage Report Generated</td> <td>44937</td> </tr> <tr> <td>DLP Sewer Construction</td> <td>18/04/2013</td> <td></td> <td>Issue Management</td> <td>44953</td> </tr> </tbody> </table>					Audit Name:	Actual Start Date:	Actual End Date:	Status:	Audit Comments:	Updated Document Control	12/04/2013	15/04/2013	Audit Closed	44927	Pre-Construction Referral	15/04/2013	15/04/2013	Audit Closed		Sewer Testing	12/04/2013	16/04/2013	Audit Closed	44929	Pre-Construction Referral			Audit Cancelled		Water Design	12/04/2013	12/04/2013	Audit Closed	44932	AoW Sewer Construction	15/04/2013		Stage Report Generated	44935	AoW Sewer Construction	15/04/2013		Stage Report Generated	44936	AoW Sewer Construction	15/04/2013		Stage Report Generated	44937	DLP Sewer Construction	18/04/2013		Issue Management	44953
Audit Name:	Actual Start Date:	Actual End Date:	Status:	Audit Comments:																																																		
Updated Document Control	12/04/2013	15/04/2013	Audit Closed	44927																																																		
Pre-Construction Referral	15/04/2013	15/04/2013	Audit Closed																																																			
Sewer Testing	12/04/2013	16/04/2013	Audit Closed	44929																																																		
Pre-Construction Referral			Audit Cancelled																																																			
Water Design	12/04/2013	12/04/2013	Audit Closed	44932																																																		
AoW Sewer Construction	15/04/2013		Stage Report Generated	44935																																																		
AoW Sewer Construction	15/04/2013		Stage Report Generated	44936																																																		
AoW Sewer Construction	15/04/2013		Stage Report Generated	44937																																																		
DLP Sewer Construction	18/04/2013		Issue Management	44953																																																		
Back Print Preview																																																						

8. View the Issue Management Report

Issue Management

■ - Action Required ■ - No Action Required (Currently 0 File(s)). [View/Upload Files](#) [Back](#)

Audit ID	37355	Audit Type	AoW Water Construction	Audit Status	Issue Management
Audit Date	04/04/2013	SEW Ref No	10PD6109	Job Type	Water
Auditor					
+/-					
+/-	Issue ID	2	Issue Status	Rejected	Rectify before
+/-	Issue ID	5	Issue Status	Accepted Pending Review	Rectify before
+/-	Issue ID	3	Issue Status	Accepted Pending Review	Rectify before
+/-	Issue ID	4	Issue Status	Accepted	
+/-	Issue ID	1	Issue Status	Awaiting Re-Audit	Rectify before
+/-	Issue ID	6	Issue Status	Awaiting Re-Audit	Rectify before

[Submit](#) [Print Preview](#)

9. Click on the  button to expand the relevant Issue ID

Issue Management

■ - Action Required ■ - No Action Required (Currently 0 File(s)). [View/Upload Files](#) [Back](#)

Audit ID	37355	Audit Type	AoW Water Construction	Audit Status	Issue Management
Audit Date	04/04/2013	SEW Ref No	10PD6109	Job Type	Water
Auditor					
+/-					
+/-	Issue ID	2	Issue Status	Rejected	Rectify before
+/-	Issue ID	5	Issue Status	Accepted Pending Review	Rectify before
Question Comment					
Are all water services operational?			One service not operational		
Root Cause					
< Apr 4 2013 11:55AM> Service was not operational due to insufficient planning					
Corrective Action					
< Apr 4 2013 11:55AM> Connection will be repaired prior to submitting construction verification					
Preventative Action					
< Apr 4 2013 11:55AM> Connection will be repaired prior to submitting construction verification					
Supervisor's Response to Consultant					
< Apr 4 2013 12:00PM> Accepted pending review prior to AOW					

6.3.2 Project Stage Report

Project Stage Report is generated by the **Audit Supervisor** when all responses to the **Audit** are **Accepted** and **Classified**

An email is sent to all relevant parties with the report attached

No action is required of the Consultant

Accessing the Project Stage Report

1. Locate the project through the **Search (Project Status Report)**

SWIFT	South East Water Ref.	10PD5222
Forms Processing	Consultant Ref.	
View Audit Report	Consultant Name	
Resolve Non-Conformance	Project Name	
Search (Project Status Report)	Melway Ref	
Project List	Plan Of Subdivision No	
Open Audits Summary	Street Name	
		<input type="button" value="Search"/>

2. Click on **Report** in the **Project Status Report** column

South East Water Ref.	10PD5222
Consultant Ref.	
Consultant Name	
Project Name	
Melway Ref	
Plan Of Subdivision No	
Street Name	
	<input type="button" value="Search"/>

Result Of Search

SEW Reference No.	Project Name	JobType Name	Project Status Report
10PD5222		Water	Report
10PD5222		Sewer	Report
10PD5222		Re-use Water	Report
10PD5222		Sewer - external	Report
10PD5222		Water - external	Report

1. View the **Audit Information** section of the **Project Status Report**
2. Click on **Stage Report Generated**

Note: All issues need to be resolved for that audit before the **Project Stage Report** can be generated

Project Status Report																																																							
Hold Project																																																							
SEW Reference:		Plan of Subdivision No:																																																					
Project Name:		Municipality:																																																					
Suburb:		Postcode:																																																					
Job Type:		Melway Ref:																																																					
Consultant:		Telephone:																																																					
Contractor:		Fax:																																																					
Telephone:		Fax:																																																					
STAGE:	STATUS:																																																						
Job Creation Date:	08/10/2010, 09:10:05 am																																																						
Acceptance Date:	07/10/2010, 12:00:00 am																																																						
Design Verification:	12/04/2013, 10:58:09 am																																																						
Pre-construction:	12/04/2013, 11:01:28 am																																																						
Construction:	19/04/2013, 12:00:00 am																																																						
Test Request:	No of Requests:	1	Latest Date:	12/04/2013, 11:19:18 am																																																			
Live Connection Request:	No of Requests:	1	Latest Date:	12/04/2013, 02:04:29 pm																																																			
Construction Verified:	15/04/2013, 11:11:12 am																																																						
Works Accepted (AoW):	25/08/2011, 11:25:48 am																																																						
End of Defects:	16/04/2013, 11:27:43 am																																																						
Completion (CoC):																																																							
View Drawings and Data File li			View Form G Comments																																																				
AUDIT INFORMATION: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Audit Name:</th> <th>Actual Start Date:</th> <th>Actual End Date:</th> <th>Status:</th> <th>Audit Comments:</th> </tr> </thead> <tbody> <tr> <td>Updated Document Control</td> <td>12/04/2013</td> <td>15/04/2013</td> <td>Audit Closed</td> <td>44927</td> </tr> <tr> <td>Pre-Construction Referral</td> <td>15/04/2013</td> <td>15/04/2013</td> <td>Audit Closed</td> <td></td> </tr> <tr> <td>Sewer Testing</td> <td>12/04/2013</td> <td>16/04/2013</td> <td>Audit Closed</td> <td>44929</td> </tr> <tr> <td>Pre-Construction Referral</td> <td></td> <td></td> <td>Audit Cancelled</td> <td></td> </tr> <tr> <td>Water Design</td> <td>12/04/2013</td> <td>12/04/2013</td> <td>Audit Closed</td> <td>44932</td> </tr> <tr> <td>AoW Sewer Construction</td> <td>15/04/2013</td> <td></td> <td>Stage Report Generated</td> <td>44935</td> </tr> <tr> <td>AoW Sewer Construction</td> <td>15/04/2013</td> <td></td> <td>Stage Report Generated</td> <td>44936</td> </tr> <tr> <td>AoW Sewer Construction</td> <td>15/04/2013</td> <td></td> <td>Stage Report Generated</td> <td>44937</td> </tr> <tr> <td>DLP Sewer Construction</td> <td>18/04/2013</td> <td></td> <td>Issue Management</td> <td>44953</td> </tr> </tbody> </table>						Audit Name:	Actual Start Date:	Actual End Date:	Status:	Audit Comments:	Updated Document Control	12/04/2013	15/04/2013	Audit Closed	44927	Pre-Construction Referral	15/04/2013	15/04/2013	Audit Closed		Sewer Testing	12/04/2013	16/04/2013	Audit Closed	44929	Pre-Construction Referral			Audit Cancelled		Water Design	12/04/2013	12/04/2013	Audit Closed	44932	AoW Sewer Construction	15/04/2013		Stage Report Generated	44935	AoW Sewer Construction	15/04/2013		Stage Report Generated	44936	AoW Sewer Construction	15/04/2013		Stage Report Generated	44937	DLP Sewer Construction	18/04/2013		Issue Management	44953
Audit Name:	Actual Start Date:	Actual End Date:	Status:	Audit Comments:																																																			
Updated Document Control	12/04/2013	15/04/2013	Audit Closed	44927																																																			
Pre-Construction Referral	15/04/2013	15/04/2013	Audit Closed																																																				
Sewer Testing	12/04/2013	16/04/2013	Audit Closed	44929																																																			
Pre-Construction Referral			Audit Cancelled																																																				
Water Design	12/04/2013	12/04/2013	Audit Closed	44932																																																			
AoW Sewer Construction	15/04/2013		Stage Report Generated	44935																																																			
AoW Sewer Construction	15/04/2013		Stage Report Generated	44936																																																			
AoW Sewer Construction	15/04/2013		Stage Report Generated	44937																																																			
DLP Sewer Construction	18/04/2013		Issue Management	44953																																																			
Back Print Preview																																																							

3. View the list of **Project Audit Reports**
4. Click on the date of the required **Project Stage Report**

Project Audit Reports			
Audit ID	Findings Report	Audit Report	Project Stage Report
44937	15/04/2013		16/04/2013

Features of the Project Stage Report

	Project Stage Report		
Report Generated on 21/02/2013			
Attention of Fax Project Segment	Audit Type Contractor Your Ref File No	Current Sewer Design Test Contractor JG 10PD5222	
Audit ID 42245	Audit Date 15/02/2013	Approved by	Design Audit Supervisor
This audit report has been issued to the consultant to provide the results of an audit, detailed below.			
Design - Issues Classified as			
<u>Issues affecting accreditation</u> 0 - NC Consultant 0 - NC Contractor 1 - NC Consultant and Contractor	<u>Non-Compliance issues not affecting accreditation</u> 1 - 3rd Party 0 - Product Defect 1 - Other		
Classification Details			
Issue ID: 3	Issue Status: CLOSED	Classification:	NC Consultant and Contractor
Question Are all Non-Conformances you wish to create in Section 4 covered in the previous audit questions?	Audit Comment		
Classification Comment Classified as NC for both			
Issue ID: 1	Issue Status: CLOSED	Classification:	Other
Question Are the drawings provided for auditing 'Issued for Construction'? Test wording for Major issue - rectify before construction	Audit Comment		
Classification Comment Classified as other as this is deemed no issue			
Issue ID: 2	Issue Status: CLOSED	Classification:	Third Party
Question Has the whole catchment (required to be controlled through this development) been controlled as indicated in the Notice of Agreement or Development Deed?	Audit Comment Test		
Classification Comment No fault of consultant or contractor			
Final Comments			
Positive Observations Good work			

Report Section	Description
Project Stage Report	
Project Details	Identifies the project details including the type of audit Eg Sewer Design Shows the date of the audit
Audit Details	Audit ID, the date the audit was conducted Shows the Audit Supervisor for this stage
Classifications	Shows the number of issues and their classifications <ul style="list-style-type: none"> – Issues affecting accreditation – Non conformance Issues not affecting accreditation
Classification Details	Lists each issue and its classification under that particular Audit ID Question: Why the issue was raised Audit Comment: Information and responses from the audit Classification Comment: Information detailing the reasons for the type of classification attributed to that issue
Final Comments	Additional comments from the Audit Supervisor pertaining to the whole audit: <ul style="list-style-type: none"> – Positive comments – Opportunities for Improvement

3.3.3 Classification

When all issues have been resolved the **Audit Supervisor** reviews the entire audit for the purposes of **Classification**

Each issue in the audit is subject to a classification

Not all classifications impact accreditation

Classification details are recorded in the **Project Stage Report**

Non-compliance issues impacting accreditation	Non-compliance issues NOT impacting accreditation
NC Consultant	Third Party
NC Contractor	Product Defect
NC Consultant and Contractor	Other

6.4 Classification Definitions

DEFINITIONS

AFFECTS ACCREDITATION

NC Consultant

This is an issue that has been judged to be due to a failure or non observance of the suppliers accredited management system and may affect accreditation.

NC Contractor

This is an issue that has been judged to be due to a failure or non observance of the suppliers accredited management system and may affect accreditation.

NC Consultant & Contractor

This is an issue that has been judged to be due to a failure or non observance of the suppliers accredited management system and may affect accreditation.

NON ACCREDITATION

Product Defect

This is an issue that has arisen due to a manufacturing fault in a product supplied by others. This does not affect accreditation; however repeated occurrences may point to a need to review management procedures.

3rd Party

This issue is judged to be arisen to the actions of parties other than the accredited supplier. This issue does not affect accreditation; however repeated occurrences may point to a need to review management procedures. *Failure to rectify will prevent issue of AOW or DLP.*

Other

This is an issue that has arisen but cannot be attributed to the supplier, third party defect or product defect. This is unlikely to affect accreditation.

7. Project Management

7.1 View Project Details

The **View Project Details** screen shows the project and job details, along with information about each stage of the project. Links are provided with the stage details to view the form(s) submitted by the Consultant that is associated with the particular stage of the project.

1. Click on **Search (Project Status Report)** in the main menu
2. Select search criteria
3. Enter into the field
4. Click on **Search**
5. Click on the **Project Name** to the **View Project Details** screen

SWIFT			
Forms Processing	South East Water Ref.	10PD7453	
View Audit Report	Consultant Ref.		
Resolve Non-Conformance	Consultant Name		
Search (Project Status Report)	Project Name		
Project List	Melway Ref		
Open Audits Summary	Plan Of Subdivision No		
	Street Name		
		Search	
Result Of Search			
SEW Reference No.	Project Name	JobType Name	Project Status Report
10PD7453	Pasadena Stage 4	Water	Report
10PD7453	Pasadena Stage 4	Sewer	Report
10PD7453	Pasadena Stage 4	Re-use Water	Report
1			

View Project Details screen

View Project Details			
Hold Project			
Project Details - Notice of Agreement			
SEWL Reference Number	05PD7340	Project Name	YL TEST 11
Address		Suburb	
Municipality		Melway Ref	129J12
Post Code	0	Plan of SubDivision No	531792
Job Details			
Job Type	Water	Job Open Date	23/12/2005 09:00 PM
Consultant Name		Consultant Address	East 3123
Contractor Name	Test Contractor	Contractor Address	Abbotts Road st Dandenong South 9999
View Form G	View DLP Audit		
Stage Details			
Stage Type Name	Design	Stage Start Date	11/11/2010
Stage End Date	Not Available	Priority	High Priority
View Form Details		View Audit Details	
Stage Type Name	Pre-construction	Stage Start Date	11/11/2010
Stage End Date	Not Available	Priority	High Priority
View Form Details		View Audit Details	
Stage Type Name	Construction	Stage Start Date	11/11/2010
Stage End Date	Not Available	Priority	High Priority

The **View Project Details** screen contains:

Field/Button	Description
Project Details:	This will also show whether the project is a Development Deed or Notice of Agreement project type.
SEWL Reference Number	The reference number that the project is identified at South East Water.
Project Name	The name assigned to the Project.
Address	The project site's address.
Suburb	The project site's suburb.
Municipality	The Municipality, or council boundary, the project is located in.
Melway Ref	The project site's Melway map reference.
Post Code	The project's post code.
Plan of SubDivision No.	The project's Plan of Subdivision number (i.e. the property title registration number).
Job Details	
Job Type	The Job type
Job Open Date	The date the Job was opened.
Consultant Name	The Consultant assigned to the Project.
Consultant Address	The Consultant's address.
Contractor Name	The Contractor assigned to the Job.
Contractor Address	The Contractor's address.
View Form G link	The link allows Form G (Verification Form Attachment Sheet) to be viewed. Form G will be displayed in new screen. If a Form G has not been submitted for the job, the screen will display the following message: Verification form attachment sheet is not available for this Job
View DLP Audit link	The link allows the end of Defects Liability Period (DLP) audit report to be viewed. The DLP Audit details will be displayed in a new screen. If the end of DLP audit has not been conducted, the screen will display the following message: There are no audits available for the select criteria
Stage Details: - for each stage completed for the job, the following information will appear:	
Stage Type Name	The stage name.
Stage Start Date	The date the current stage was started.
Stage End Date	The date the current stage was completed.
Priority	The stage's priority.
View Form Details link	The link allows the Form submitted to be viewed (see section Error! Reference source not found.).
View Audit Detail link	The link allows the audits' details to be viewed (see section Error! Reference source not found.). Note: This link will only be shown if the current stage has been audited.

7.2 View Forms

To view the details of a submitted form associated with a particular stage of a job, click on **View Form Details** link in the **View Project Details** screen.

Stage Details			
Stage Type Name	Design	Stage Start Date	10/10/2011
Stage End Date	03/04/2012	Priority	High Priority
View Form Details			View Audit Details
Stage Type Name	Pre-construction	Stage Start Date	28/10/2011
Stage End Date	03/04/2012	Priority	High Priority
View Form Details			View Audit Details
Stage Type Name	Construction	Stage Start Date	28/10/2011
Stage End Date	03/04/2012	Priority	High Priority
View Form Details			View Audit Details

From the **View Form Details** screen, the following actions can be performed:

- View Files: To display files uploaded by the Consultant.
A link will appear beside the **Files Uploaded** field on the Form.
- Print Preview: To display the form in Preview mode, suitable to print.
- Back: To return to the **View Project Details** screen.

Example View Form C

Form C				
Deed - Design Verification Form				
Service	Sewer			
Estate Name				
Municipality				
Developer				
Consultant				
Designed By				
Key Design Personnel - Authorisation By				
Consultant Senior Management Representative				
Consultant Ref.	E3830/4			
South East Water Ref.	File Number: 10PD7453 Case Number: 15739073			
Number of Lots Serviced	35			
Does this project have an "Abandonment of Asset" Component	No			
Project Information				
Pipe Material	Pipe Diameter (in mm)	Design Length (in mt)	Flat Grade Percentage	Depths
UPVC	150	202.00	0.00	No
UPVC	225	182.00	0.00	No
1. Documentation to be submitted (To be lodged Ten (10) days prior to commencement) <ul style="list-style-type: none"> i. Digital copy of final design drawings to be issued for construction ii. Road and drainage civil drawings for the development. iii. Details of existing and proposed services, if not indicated on the submitted plans. iv. Hydraulic computations for non reticulation assets (shared assets) v. Project specification if applicable. vi. Form G - Verification Form Attachment Sheet, if any of the items on this form are not applicable. 				
2. Consultant's Assurance As the Consultant's Senior Management Representative responsible for the design of the works detailed in South East Water's Deed, File No <u>10PD7453</u> I verify that: The design is in accordance with the Deed and its referred documents and standards.				
Nominated Representative		Darren Powell		
Files Uploaded:				

7.3 Project Status Report

The **Project Status Report** shows the project details. It lists the project stages and the progress.

1. Click on **Search (Project Status Report)** in the main menu
2. Select search criteria
3. Enter into the field
4. Click on **Search**
5. Click on **Report** to view the **Project Status Report**

SWIFT Forms Processing View Audit Report Resolve Non-Conformance Search (Project Status Report) Project List Open Audits Summary	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">South East Water Ref.</td> <td style="width: 80%;">10PD7453</td> </tr> <tr> <td>Consultant Ref.</td> <td></td> </tr> <tr> <td>Consultant Name</td> <td></td> </tr> <tr> <td>Project Name</td> <td></td> </tr> <tr> <td>Melway Ref</td> <td></td> </tr> <tr> <td>Plan Of Subdivision No</td> <td></td> </tr> <tr> <td>Street Name</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> <input type="button" value="Search"/> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> Result Of Search </td> </tr> <tr> <td style="width: 25%;">SEW Reference No.</td> <td style="width: 25%;">Project Name</td> <td style="width: 25%;">JobType Name</td> <td style="width: 25%;">Project Status Report</td> </tr> <tr> <td>10PD7453</td> <td></td> <td>Water</td> <td>Report</td> </tr> <tr> <td>10PD7453</td> <td></td> <td>Sewer</td> <td>Report</td> </tr> <tr> <td>10PD7453</td> <td></td> <td>Re-use Water</td> <td>Report</td> </tr> </table>	South East Water Ref.	10PD7453	Consultant Ref.		Consultant Name		Project Name		Melway Ref		Plan Of Subdivision No		Street Name		<input type="button" value="Search"/>		Result Of Search 		SEW Reference No.	Project Name	JobType Name	Project Status Report	10PD7453		Water	Report	10PD7453		Sewer	Report	10PD7453		Re-use Water	Report
South East Water Ref.	10PD7453																																		
Consultant Ref.																																			
Consultant Name																																			
Project Name																																			
Melway Ref																																			
Plan Of Subdivision No																																			
Street Name																																			
<input type="button" value="Search"/>																																			
Result Of Search 																																			
SEW Reference No.	Project Name	JobType Name	Project Status Report																																
10PD7453		Water	Report																																
10PD7453		Sewer	Report																																
10PD7453		Re-use Water	Report																																

1

Example: Project Status Report

Project Status Report Hold Project				
SEW Reference:	10PD7519	Plan of Subdivision No:	641255	
Project Name:		Municipality:		
Suburb:		Postcode:		
Job Type:		Melway Ref:		
Consultant:		Telephone:		
Contractor:		Fax:		
Telephone:		Fax:		
Fax:				
STAGE:	STATUS:			
Job Creation Date:	20/04/2011, 12:10:02 pm			
Acceptance Date:	19/04/2011, 12:00:00 am			
Design Verification:	05/04/2011, 05:29:34 pm			
Pre-construction:	02/05/2011, 03:13:05 pm			
Construction:	09/05/2011, 12:00:00 am			
Test Request:	No of Requests:	2	Latest Date:	17/08/2011, 01:32:42 pm
Live Connection Request:	No of Requests:	4	Latest Date:	02/09/2011, 06:13:18 pm
Construction Verified:	14/10/2011, 01:36:22 am			
Works Accepted (AoW):	16/12/2011, 03:14:18 pm			
End of Defects:				
Completion (CoC):				
View Resolve NC Comments		View Outstanding NCs		
View Drawings and Data File li		View Form G Comments		
AUDIT INFORMATION:				
Audit Name:	Actual Start Date:	Actual End Date:	Status:	
Water Design	06/04/2011	23/05/2011	Audit Closed	
Pre-Construction Referral	20/06/2011	20/06/2011	Audit Closed	
Water Design	23/05/2011	29/09/2011	Audit Closed	
Construction (Water)	30/05/2011	03/06/2011	Audit Closed	
Construction (Water)	01/08/2011		Audit Cancelled	
Construction (Water)	17/08/2011	12/10/2011	Audit Closed	
Water Testing	24/08/2011	26/08/2011	Audit Closed	
Water Testing	24/08/2011	26/08/2011	Audit Closed	
Construction (Water)	24/08/2011	13/09/2011	Audit Closed	
AoW Water Construction	15/11/2011	18/11/2011	Audit Closed	

[Back](#) [Print Preview](#)

Version 1.01

Page 76 of 80

The **Project Status Report** screen contains the following information:

Field/Button	Description
SEWL Reference Number	The reference number that the project is identified at South East Water.
Plan of Subdivision No.	The project's Plan of Subdivision number (i.e. the property title registration number).
Project Name	The name assigned to the Project.
Municipality	The Municipality, or council boundary, the project is located.
Suburb	The project site's suburb.
Postcode	The project site's post code.
Job Type	The Job type (e.g. Water, Sewer etc).
Melway Ref	The project site's Melway map reference.
Consultant	The Consultant assigned to the Project.
Telephone	The Consultant's telephone number.
Fax	The Consultant's fax number.
Contractor	The Contractor assigned to the Job.
Telephone	The Contractor's telephone number.
Fax	The Contractor's fax number.

STAGE and **STATUS** – this section contains information related to each completed stage of the job. The STATUS fields will be blank for un-completed stages.

Agreement	The date and time the Deed or Agreement was executed (from ICE).
Design Verification	The date and time that the Design Verification Form (Form C) was submitted by the Consultant. The link allows Form C to be viewed.
Pre-construction	The date and time that the Pre-construction Verification Form (Form D) was submitted by the Consultant. The link allows Form D to be viewed.
Construction	The date and time that construction on the project commenced, as submitted on the Pre-construction Verification Form (i.e. Form D). The link allows Form D to be viewed.
Test Request	Shows the following: <ul style="list-style-type: none"> No of Requests – the number of Form Ts submitted by the Consultant (i.e. Notification of intention to carry out test). Latest Date – the date and time the most recent Form T was submitted. The link allows the Form Ts to be viewed.
Live Connection Request	Shows the following: <ul style="list-style-type: none"> No of Requests – the number of Form Qs submitted by the Consultant (i.e. Work on Live Sewer). Latest Date – the date and time the most recent Form Q was submitted. The link allows the Form Qs to be viewed.
Construction Verified	The date and time that the Construction Verification Form (Form E) was submitted by the Consultant. The link allows Form E to be viewed.

Field/Button	Description
Works Accepted (AoW)	The date and time that the Acceptance of Work (AOW) Certificate was issued.
End of Defects	The date and time that the End of Defects Liability period Verification Form (Form F) was submitted by the Consultant. The link allows Form F to be viewed.
Completion (CoC)	The date and time that the Certificate of Complete (COC) Certificate was issued.
Warranty Bond Lodged	The date and time that the Warranty Bond was lodged in the system, as well as the Lodgment Guarantee Type (i.e. Cash, Bank, Deposit etc).
Warrant Bond Returned	The date and time that the Warranty Bond was returned to the Consultant.
<p>The following buttons will be available if the related information is available. If the information is unavailable, the button will be shown grayed out and unavailable.</p>	
View Drawings and Data File button	The button allows the project design drawings and other documents that were uploaded with Form C and / or Form D when submitted by the Consultant to be viewed.
View Form G Comments button	The button links to Form G to view comments as the project progresses

Completion (CoC):

[View Drawings and Data File li](#)

[View Form G Comments](#)

7.4 View Drawings and Data Files

To view all files that have been uploaded by the Consultant throughout the project job e.g. project plans, design drawings, other files attached to Forms

Click on the **View Drawings and Data Files** button in the **Project Status Report**

A list of all files uploaded will appear in the **View Uploaded Files** screen

View Uploaded Files			
Project Details - Development Deed			
SEWL Reference Number	04PD18	Consultant Name	L. Pty Ltd
Address	47 ... Street	Suburb	Carnegie
Municipality	Glen Eira	Melway Ref	068J07
Post Code	3163	Plan Of SubDivision No.	5235,..
Job Details			
Job Type	Water	Job Open Date	21/10/2005
Files List			
File Name	Date Uploaded		
C_04PD1831_1_SWIFT_TestFile1.txt	30/07/2010 04:07 PM		
D_04PD1831_1_Test_Project_Management_Plan.txt	16/08/2010 12:45 PM		
D_04PD1831_1_Test_Risk_Assessment_Report.txt	16/08/2010 12:45 PM		
D_04PD1831_1_Test_Public_Liability_Insurance_Certificate.txt	16/08/2010 12:45 PM		
Back Print Preview			

Note: There is no link to open and view the document that has been loaded

7.5 View Form G Comments

To view comments entered on all Form Gs submitted by the Consultant throughout the project, click the **View Form G Comments** button on the *Project Status report* screen.

A list of all comments will appear in the **View Form G Comments** screen

View Form G Comments			
Project Details - Notice of Agreement			
SEWL Reference Number	07PD88I	Consultant Name	
Address		Suburb	
Municipality		Melway Ref	
Post Code		Plan Of SubDivision No.	6112
Job Details			
Job Type	Sewer	Job Open Date	30/10/2008
Comments	Filled By	Filled On	
SEWER CONTRACTOR PMP,JSA & ITP LODGED 10/12/08 & CONSULTANTS AUDIT SCHEDULE		10/12/2008 03:27 PM	
Note from Designer "Sewer property branches have not been provided for future lots B to E, on our western boundary, as they would have resulted in a depth greater than 2.5m. As no subdivision layout exists to the west a lot layout similar to our subdivision was assumed for the location of property branches for lots F to N."		12/12/2008 06:00 AM	
Digital copy of sheet 1 Version C and sheet 6 Version B , of our amended Sewer & Water plans UPLOADED 20/01/09		20/01/2009 11:10 AM	
PDF of Abandoned Sewer Uploaded		29/04/2009 02:52 PM	
SOIL TESTS FOR ABANDONED SEWER HAVE BEEN UPLOADED AS REQUESTED FROM BRIAN GIBSON		20/05/2009 01:58 PM	
Back Print Preview			

8. Project Completion

8.1. Acceptance of Works (AOW) Certificate

Upon successful completion of construction, Asset Quality will issue an Acceptance of Works Certificate to the Consultant.

Acceptance of Works Certificate is issued once all audits are closed, non-conformances resolved and Warranty Bond Paid.

8.2. Certificate of Completion (CoC) Certificate

Certificate of Completion is issued upon submission of End of defects Verification by the Consultant.

8.3. Warranty Bond

Warranty Bond is returned 2 years after COC is issued. For the two year period, the water company may require the Consultant or the Contractor to rectify any fault attributable to a deficiency in the design or construction.